



**GUIDANCE FOR PREPARATION OF  
SELF EVALUATION REPORT (SER)  
FOR ACCREDITATION OF A DENTAL QUALIFICATION  
AWARDED BY  
A DENTAL SCHOOL IN SRI LANKA**

Sri Lanka Medical Council, No. 31, Norris Canal Road, Colombo 10, Sri Lanka. Telephone: + 94 11 2691848, Fax: + 94 11 2674787

Website: [www.mc.lk](http://www.mc.lk)

## Instructions

Please read and follow the instructions given below.

1. Use the guidance in this document to prepare the Self Evaluation Report (SER) and submit the completed SER same only if,
  - Your dental undergraduate course leads to an MBBS degree.
  - The minimum duration of your dental undergraduate course is five years,
2. Accurate, complete, and clear information will help to expedite the review and Accreditation process
3. A mandatory processing fee of LKR..... should be paid up front with the application **directly** to the account of the Sri Lanka Medical council as per details below.
  - \* Account name: Sri Lanka Medical council
  - \* Bank name: Bank of Ceylon
  - \* Bank branch: Maradana
  - \* Account number: 9999605
  - \* Swift Code: BCEYLKLX
  - \* Bank Code: 7010
  - \* Branch Code: 041
4. Send the completed SER along with all necessary documents and annexes, **certified** by the Dean, and the **receipt** for the processing fee, by Registered Post (or other secure recorded delivery) to the address below.

The Registrar  
Sri Lanka Medical council  
31, Norris Canal Road  
Colombo 10  
Sri Lanka



**GUIDANCE FOR PREPARATION OF SER FOR ACCREDITATION OF A DENTAL  
QUALIFICATION  
AWARDED BY A DENTAL SCHOOL IN SRI LANKA**

In this SER there are nine sections (A to I). Annexes are numbered according to the sections. The formats for certain annexes have been provided. Where a format has not been given in the annexes the Dental School can use the best format that suits them to illustrate the information required.

When providing the hard copy, all annexes should be separately stapled and attached securely to the completed SER.

**SECTION A. GENERAL INFORMATION**

What is the name of the Dental School?

What is the name of the university/institute that awards the dental qualification under review?

What is the full name of the qualification for which certification is sought from SLMC? State the abbreviation in parentheses.

What is the language of instruction in the Dental School?  
If there is a second language of instruction, state the language: .....

A1 What are the *minimum* admission criteria required to register for the degree programme? (Please place a cross ('X') in front of the appropriate cage)

1. Sri Lankan GCE Advanced Level (AL)	Yes		No	
1.1 Subjects of Biology, Chemistry and Physics	Yes		No	
1.2 Minimum 2C's and 1S pass in above subjects	Yes		No	
<b>2. Foreign qualifications</b>	Yes		No	
2.1 Name of Examination	Yes		No	
(a) subjects: Biology, Chemistry and Physics, (b) planned for a period of two years and (c) each subject's volume of learning carries 30% of the total volume	Yes Yes Yes		No No No	
2.2 Minimum of one pass grade and two grades above the pass grade in the above subjects	Yes		No	

As **Annex A1** evidence, provide the details of A/L results (or equivalent) of the most recent intake.

A2. Legal and administrative (government) authority with oversight of Dental School and University that awards qualification:

Name of authority:

Address of relevant authority:

Telephone and Email: Tele: \_\_\_\_\_ email: \_\_\_\_\_

A3. Provide documentary evidence, if any, for the national Professional Regulatory Body that currently recognizes/accredits the degree for registration of dental professionals to qualify to practice in the country.

Name of Regulatory Body:

Current period of accreditation: From \_\_\_\_\_ to \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

A4. Provide documentary evidence if an overseas independent body of another country/countries (e.g., UK GMC, etc.) has accredited the dental school.

Name of the country:

Name of Regulatory Body:

Current period of accreditation: From \_\_\_\_\_ to \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

A5. Provide details (including admission eligibility) of student intake of the last 5 years should be annexed as **Annex A5**.

A6.1. Provide evidence for the total duration of the programme of study if mandatory internship is not a requirement to award the degree:

OR

A6.2. Provide evidence for the total duration of the programme of study if mandatory internship is a requirement to award the degree:

## SECTION B. VISION AND MISSION

B1. Write the VISION and MISSION statements of the Dental School.

- Describe process followed when developing the Vision and Mission statements.
- Explain how the Vision and Mission statements address the needs and expectations of the stakeholders and the country, using relevant reports, guidelines and policy documents including Minimum Standards of Dental Education in Sri Lanka.
- Outline evidence showing that the Vision and Mission statements have been used for planning, delivery, management and quality assurance of the curriculum.

## SECTION C. EDUCATIONAL PROGRAMME

C1. Write the principal learning outcomes (or programme learning outcomes) that the curriculum expects from a successful dental undergraduate of the Dental School.

Explain how the programme learning outcomes were developed and their alignment with the Vision and Mission of the Dental School.

Briefly describe the curriculum model along with the underpinning principles of curriculum design from which the model is derived. Are the model and its underpinning principles capable of achieving the Vision and Mission of the programme?

Attach the Detailed Curriculum as **Annex C1**

The detailed curriculum should include:

- whether the students have to undergo a mandatory orientation programme, and if so, an outline of such an orientation programme.
- the names of the components/courses/modules/subjects or disciplines, and explain how these components contribute to the achievement of the vision and mission of the curriculum
- how different components/courses/modules/subjects or disciplines are interlinked and spatially arranged
- major topics covered in each component/course/module/subject or discipline
- volume of learning within each area/section of study (e.g., course unit, module, discipline) in terms of either notional learning hours or credit value. Where credit value is given, please explain or refer to a document that details how credits are calculated.
- how each area/section/component of the curriculum contributes to the achievement of the programme learning outcomes. Please include mapping of programme learning outcomes with the relevant course/module/subject learning outcomes. The lessons within each module/discipline/course should have lesson learning outcomes mapped to the relevant course/module/subject learning outcomes.

C2. Outline the overall organizational structure of the programme of study leading to the award of the dental qualification offered by the Dental School.

- C3. During which year / years of the dental curriculum are the following subject areas taught? (Please note that these subjects may be taught in an integrated manner and one subject may be taught in more than one year). You may place a 'X' in the appropriate cell using the table below.

CONTENT AREA	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Basic Biodental/Biomedical Sciences</b>						
General anatomy						
Dental anatomy						
Cell biology						
Genetics						
Immunology						
Microbiology (including bacteriology, mycology, parasitology and virology)						
Molecular biology						
General pathology						
Biochemistry and nutrition						
Pharmacology						
Physiology						
<b>Behavioural and Social Sciences</b>						
Dental Anthropology / Humanities						
Dental/Medical Ethics						
Clinical Psychology/Psychiatry						
Sociology						
<b>Community Dentistry and Public Health</b>						
Biostatistics						
Epidemiology						
Global health						
Primary health						
General and oral health promotion						
Preventive dentistry						
Oral health care						
Health economics						
<b>Research theory and project</b>						
<b>Forensic odontology</b>						
<b>Clinical sciences</b>						
General medicine						
General surgery						
Forensic odontology						
Restorative dentistry, including conservative dentistry						
Prosthetic dentistry						

Periodontology						
Geriatric dentistry						
Oral & maxillofacial surgery						
Oral medicine and radiology						
Oral pathology						
Paedodontics						
Orthodontics						
Comprehensive oral healthcare						
Community dentistry						

DRAFT

C4. Different dental schools may use different teaching/learning methods based on their curriculum model. Which of the following teaching/learning methods are used in your Dental School? Please place a 'X' in the cage in front of the method(s) used.

Lectures		Virtual patients/simulations	
Tutorials		Electives	
Small Group Discussions		Laboratory Based Practical	
Learning in the Community		Hospital Based Learning	
Problem Based Learning / Problem Solving		Guided self-learning	
Assignments		Task-based learning/Core-clinical problems	
Student presentations		Student-led seminars	
Debates		Entrustable Professional Activities	
Role-play		Patient management problems	
Fixed Learning Modules		Clinico-pathology Conferences conducted by senior teaching staff and hospital specialists	
Audio-visual Modules		Student Projects (including research)	
Quizzes		Dramas	
Any other (please specify)			

- Using an appropriate curriculum mapping process, indicate how each of the above teaching and learning methods facilitates the achievement of the learning outcomes of the programme and the relevant curriculum component. Please justify using appropriate principles of teaching and learning, how the overall teaching and learning methods/strategies were selected to achieve the programme learning outcomes.

- C5. Specify the total number of hours that every student is expected to spend in planned and guided skills training/learning.

	Total hours of planned & guided skills training/learning
The total number of minimum hours to acquire the overall required skills training & experience in patient care in all clinical settings (Hospital, Community, Special Clinics and Simulated) of all subjects (i) to (xiv) listed in C6.	

\*\* Please note that it shall be hours and not weeks or months

- C6. Specify the number of hours that every student is expected to spend in planned skills training and learning in hospital-based clinical settings, community-based settings or simulated settings, related to the following. *Any type of laboratory-based training NOT considered.*

***Please note that community-based clinical training must not exceed 20% of the total hours.***

Clinical disciplines	Hospital-based clinical settings*	(b) Simulated settings	(c) Community-based clinical settings	Total Hours
I. General medicine				
II. General surgery				
III. Forensic odontology				
IV. Restorative dentistry, including conservative dentistry				
V. Prosthetic dentistry				
VI. Periodontology				
VII. Geriatric dentistry				
VIII. Oral & maxillofacial surgery				
IX. Oral Medicine and radiology				
X. Oral pathology				
XI. Paedodontics				
XII. Orthodontics				
XIII. Comprehensive oral healthcare				
XIV. Community dentistry				
TOTAL				

\* If there is a mandatory internship before the degree, include the hours in each discipline in this column.

Provide details of all clinical rotations that students are expected to complete, in the format provided in **Annex C6**.

C7. 7.1. In which year of study do students begin their clinical skills training?

7.2. How many students are allocated per group for clinical skills rotations (pre-professional training)?

Minimum: .....

Maximum: .....

C8. List the clinical skills expected from a graduate who is awarded the dental qualification, using the format provided in **Annex C8.1**.

Attach the Clinical Logbook/Portfolio of each subject as **Annex C8.2**.

- C9. Do students have to undergo a mandatory internship before award of the degree certificate?

Yes  No

If yes, provide details on subject, whether supervised and duration:

Subject	Whether supervised (yes/no)	Duration (Weeks)

*Add more rows as required*

#### SECTION D. ASSESSMENT OF STUDENTS

- D1. State the methods and practices used for assessment of learning by students in the Dental School.

Specify the assessment tools used with regard to each curricular component according to the format provided in **Annex D1.1**.

Specify criteria or marks for the pass mark and grades and number of attempts allowed to achieve the required pass mark or grade.

Specify criteria for setting pass marks, grade boundaries and number of allowed retakes. Annex copies of documentation made available to students with regard to assessments (e.g., Exam Regulations or By-laws), marked as **Annex D1.2**.

Attach the Examination By-Laws or Regulations as **Annex D1.3**.

- D2. How does the dental curriculum adopted by the Dental School ensure that assessment principles, methods and practices are aligned with the intended learning outcome? As evidence, please provide a sample blueprint for at least one examination.

- D3. Do the results of assessments guide decisions about the progress of the student to the relevant next stage of the training programme described in the curriculum, and if so, provide necessary Regulations and By-laws for the same?

- D4. State the procedures adopted by the Dental School to avoid examiners' conflict of interest in student assessments/examinations/evaluations.

Attach the Conflict-of-Interest Form if available as **Annex D4**.

- D5. State the procedures adopted by the Dental School to incorporate scrutiny of assessments/examinations/evaluations by external experts. (Such as theory questions, clinical examinations, OSCE, viva etc.)
- D6. State the procedures adopted by the Dental School to ensure confidentiality and integrity of examination results.
- D7. Describe the feedback system that the Dental School has put in place to provide strengths and weaknesses of students at assessments described above.

## SECTION E. STUDENTS

- E1. State the admission policy of the Dental School and the selection procedures for admission of dental students [Other than those given in A6] with relevant justification.
- E2. List the number of students who are currently enrolled, by year of admission and current year of study.

Year of study	Total Students	Number of students	
		Local	Foreign
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
4 <sup>th</sup>			
5 <sup>th</sup>			
Total			

- E3. State the Dental School's policy on transfer of **students** from other institutions and programmes **to the degree programme of the school, if relevant**.

E4. How does the Dental School provide feedback to students after each assessment?

Attach the relevant policy documents of E4 if available as **Annex E4**.

E5. What are the facilities available for counselling of students (such as student counselling units, counsellors, mentors, etc.) regarding their academic, **examination** and other problems, including available hours and available staff in the Dental School?

DRAFT

## SECTION F. ACADEMIC STAFF

F1. State the Dental School's policy on,

- a) recruitment of academic staff (such as qualifications, previous experience, contributions to research, marking schemes etc.)
- b) promotion of academic staff
- c) induction of newly recruited staff

Attach the relevant documents on recruitment and promotions as **Annex F1**.

F2. List the type of responsibilities assigned to different grades of academic staff (Dean, Professor, Head of Department, etc.)

Attach the relevant policy documents (Duty lists or TORs) of **Annex F2**, if available

F3. List all academic staff attached at present to each academic department (including clinical departments such as medicine, surgery, etc.) in the Dental School, together with their **highest academic qualifications** and designations as per the format indicated in **Annex F3**.

F4. List the extended teaching faculty staff who are not **direct employees of the Dental School** but attached to the affiliated teaching hospital(s) and teach and supervise clinical training of dental students (such as specialists, consultants etc.) as per the format indicated in **Annex F4**.

(Indicate the specialty, position, and postgraduate qualification of each staff member).

F5. What is the permanent academic staff/student ratio in the Dental School?

*Use the **total number of students** in the Dental School as the numerator, and the number of teaching staff in the Dental School as the denominator*

- (i) Total number of dental students:
- (ii) Total number of permanent academic staff
- (iii) Ratio of students: permanent academic teaching staff
- (iv) Total number of teaching staff in the specialist/consultant grade in affiliated teaching hospital/s plus specialised units
- (v) Ratio of students: permanent academic and specialist teaching hospital/s plus units

(vi) Proportion of permanent to part-time (including visiting) staff (Please fill Annex F5)

F6. List the non-academic staff (other than academic staff) attached to each academic department and administrative/support unit in the Dental School as per the format indicated in **Annex F6**. (Such as technicians, clerks, management assistants, works aid, etc.)

F7. List the staff development/ teacher training programs/courses (name, duration, frequency, etc.) for academic and other staff in the preceding year recognized by the dental school (Annexure to be included for staff category, name of the programme, number of teacher training programmes, number of other staff development programmes)

- (i) Academic staff
- (ii) Administrative staff
- (iii) Technical staff
- (iv) Support staff
- (v) All non-academic staff

Attach the relevant details of staff development courses and programs of F7 as **Annex F7**.

F8. Is there a department/unit and trained staff in the Dental School dedicated to curriculum development and dental education?

Yes  No

If 'yes' provide details: .....

F9. Are there senior academic staff members of the Dental School with a degree/ diploma/certificate in dental/medical education or trained in dental/medical education?

Yes  No

If 'yes' provide details: .....

F10. Describe how the Dental School ensures (such as providing training programmes in the university or outside university) that all academic staff members have adequate knowledge of the dental curriculum and delivery of different segments in the curriculum including contents and examinations/ assessments.

**SECTION G. EDUCATIONAL RESOURCES**

- G1. Provide the following details of **lecture halls with audio-visual facilities** available for dental undergraduate teaching.

		Number of lecture halls	Total seating capacity
(i)	Dental School		
(ii)	Teaching Hospital(s)		

Explain how the above facilities contribute to the implementation of the curriculum in order to achieve the required programme learning outcomes.

- G2. State the number of following in the Dental School and seating capacity.

		Number of halls / rooms	Total seating capacity
(i)	Tutorial rooms		
(ii)	Discussion rooms		
(iii)	Examination halls		
(IV)	Auditorium		
(V)	Reading rooms		
(VI)	Any other (please specify) .....	.....	.....

Explain how the above facilities contribute to the implementation of the curriculum in order to achieve the required programme learning outcomes.

- G3. List the academic departments of the Dental School which have teaching / learning **museums** and **laboratories** for student skills training (such as Anatomymuseum and Biochemistry laboratory, Pathology laboratory etc).

Department	Museums	Laboratories	Any other (please specify)

*Add more rows as required*

Explain how the above facilities contribute to the implementation of the curriculum in order to achieve the required programme learning outcomes.

G4. Does the Dental School have a **Clinical Skills Laboratory/Centre**? Yes/No  
If yes:

- (i) Are sessions in this laboratory supervised?
- (ii) How many supervised hours (approximately) would a student spend in this laboratory during the dental undergraduate course?

Explain how the above facilities contribute to the implementation of the curriculum in order to achieve the required programme learning outcomes.

Provide a list of equipment/Items available as **Annex G4**.

G5. Provide the following details regarding the **main library** of the Dental School:

- (i) Total seating capacity
- (ii) Total number of books in English in each subject
- (iii) Is lending facility for students available?
- (iv) The number of peer reviewed foreign journals available for reading by students
- (v) Wi-Fi and internet facilities
- (vi) Availability of e-books and facilities to access them via internet
- (vii) Any other service (please specify)
- (viii) Total number of computers
- (ix) Facilities for photocopying

Explain how the above facilities contribute to the implementation of the curriculum in order to achieve the required programme learning outcomes.

G6. List by name the **hospital/s** used for teaching undergraduate students, with the total number of beds in each specialty and the approximate distance of each from the Dental School.

Name of Affiliated Teaching Hospital	Total Dental Units	Dental units in each major specialty (% occupancy per dental unit)	Distance from Dental School (km)

*Add more rows as necessary*

*For each hospital, provide details in the format indicated in **Annex G6***

- G7. Does the Dental School have access to a field practice area to provide students clinical exposure in a community setting?

If so, name the area, indicate distance from the Dental School (in km) and provide the approximate number of residents in the field practice area.

Explain how the above facilities contribute to the implementation of the curriculum in order to achieve the required programme learning outcomes.

- G8. Does the Dental School provide students with exposure to forensic odontology?

If so, name the facility used for this purpose and indicate distance from the Dental School (in km).

Explain how the above facilities contribute to the implementation of the curriculum in order to achieve the required programme learning outcomes.

- G9. List the ICT facilities available in the Dental School.

*Include computer labs, internet access for students, and availability of Wi-Fi etc*

Provide details of available facilities as **Annex G9**.

Explain how the above facilities contribute to the implementation of the curriculum in order to achieve the required programme learning outcomes.

- G10. List the residential facilities (hostels) for male and female students with the number of students could be accommodated in each.

- G11. Is there a clinic (Medical Centre/Medical Unit) in the Dental School for examination and treatment of minor illnesses and injuries of students, staffed by at least one doctor and two qualified nurses?

If answer is 'no' give details.

- G12. List the cafeteria facilities available for students and staff.

Include the number of cafeteria and seating capacity in each.

G13. List the recreational facilities (such as gymnasium, playgrounds, badminton courts, tennis courts, photography society, cultural society etc.) available to students of the Dental School.

## PART H. PROGRAMME EVALUATION & QUALITY ASSURANCE

H1. Describe the Quality Assurance (QA) system that the Dental School follows and how it is implemented, i.e., explain the internal and external part of the QA system and any follow-up action adopted to implement the recommendations of the quality assurance reviewer reports.

Provide details in **Annex H1**.

H2. Does the Dental School obtain regular feedback from students and staff?

If so, provide details of how feedback is obtained, analysed and results used for programme development, in **Annex H2**.

H3. Has the Dental School undertaken a comprehensive evaluation/review of the degree programme within the past 10 years?

If so, provide details in **Annex H3**.

H4. Has the Dental School undertaken analysis of performance of cohorts of students and graduates in relation to the mission, intended educational outcome, training programme and assessments (Student feedback, Tracer studies and Alumni questionnaires, etc.)?

If so, provide details in **Annex H4**.

## PART I. GOVERNANCE AND MANAGEMENT

I1. Provide an organogram that illustrates the governance structure of the Dental School (include Senate, Council, Management Board, VC, Rector, Registrar, Dean, Faculty Board, Professors, Heads etc.).

Provide the organogram as **Annex I1**.

I2. State the different levels of leadership, including at departmental and committee level and describe their responsibilities and contributions to implementation of learning outcomes and management of the dental degree programme.

I3. List the administrative staff (such as registrars, bursars, librarians, instructors etc.) employed by the Dental School to support implementation of the degree programme in the format indicated in **Annex I3**.

I4. State how the Dental School ensures adequate resources such as funding, equipment, consumables, books, etc. Additionally, please attach the last annual financial report.

Provide the summary budget of previous year as **Annex I4**.

I5. How are students involved in the decision-making process?

I6. Explain how the institutional Strategic Plan is used in the governance and management of the Dental School.

## Proclamation

I, the Dean of the aforesaid Dental School, certify that the information provided above is incorrect.

.....  
Signature and official stamp

Name of the signatory: .....

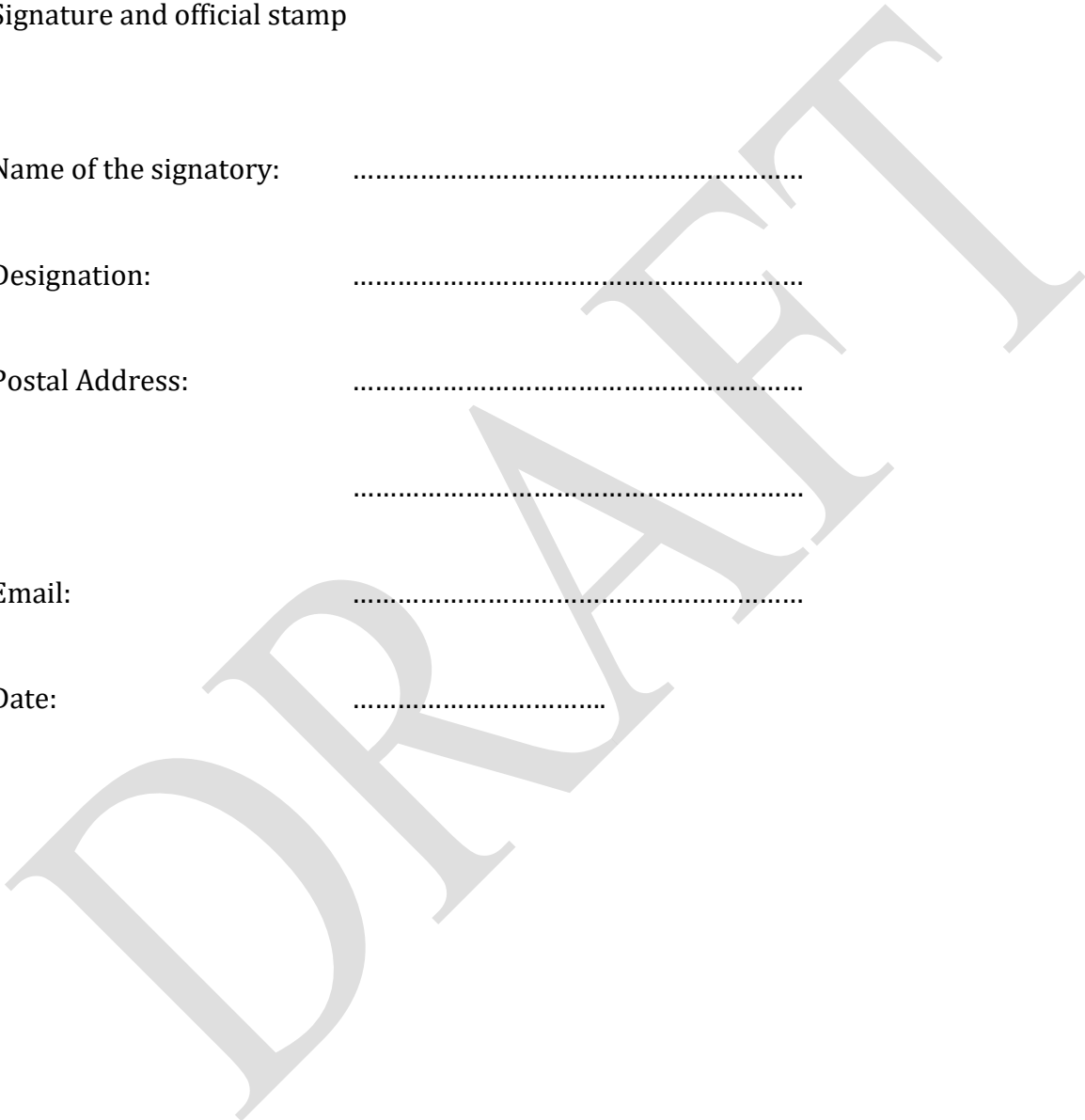
Designation: .....

Postal Address: .....

.....

Email: .....

Date: .....





**Annex C8.1 –Details of expected clinical skills** (*Soft and Hard copies must be provided*)

List the skills expected from a graduate successfully completing the degree programme in the Dental School (excluding the internship period), according to the five levels listed below.

There will be 5 competency levels for each Task.

- Level A: Required to acquire knowledge and skill using teaching aids such as models, Audio-visuals, etc.
- Level B: Required to observe the task when performed by the trainer.
- Level C: Required to assist the trainer to perform the task.
- Level D: Required to perform the task under the supervision of the trainer
- Level E: Required to perform the task independently.

Using the list below, mark a cross (x) in the appropriate cage, with only one response for each skill.

	Level A	Level B	Level C	Level D	Level E
<b>Restorative Dentistry</b>					
1. Restore lost tooth structure due to caries, trauma, tooth wear, discolouration and developmental anomalies.					
2. Carry out vital pulp therapy.					
3. Treat non-vital teeth with endodontic treatment.					
4. Manage tooth/teeth with a compromised coronal structure with indirect restorations.					
5. Replace lost teeth with removable and fixed prostheses with or without dental implants to rehabilitate masticatory function, speech and appearance.					
<b>Periodontology</b>					
6. Diagnose, treat and prevent common periodontal diseases by following plaque control methods and non-surgical approaches such as scaling and root debridement.					
7. Treat advanced periodontitis by carrying out simple periodontal surgical procedures.					
8. Identify local and systemic risk factors that could predispose to and affect the severity of periodontal disease and make necessary					

interventions.					
<b>Oral Surgery</b>					
9. Administer local anesthetics to anesthetize teeth and supporting structures.					
10. Carry out exodontia using forceps and dental elevators.					
11. Excise benign mucosal lesions.					
12. Carry out minor oral surgical procedures, including biopsies.					
<b>Oral Medicine and Radiology</b>					
13. Manage oral potentially malignant disorders.					
14. Manage oral and facial pain.					
15. Manage oral manifestations of general medical diseases.					
16. Carry out intra-oral radiography.					
17. Interpret maxillofacial radiographs.					
<b>Oral Pathology</b>					
18. Identify macroscopic and microscopic features of common oral disease/conditions.					
19. Relate microscopic features to disease processes and clinical features of common oral disease/conditions.					
<b>Paedodontics</b>					
20. Establish rapport with child dental patients and communicate effectively with parents.					
21. Apply behaviour management strategies for child dental patients.					
22. Carry out treatment procedures aimed at preserving the dentition in children.					
23. Replace lost primary teeth with appropriate space maintainers.					
24. Carry out interventional procedures to prevent malocclusion.					
25. Manage dentoalveolar trauma and developmental dental anomalies in children.					
<b>Orthodontics</b>					
26. Diagnose common types of malocclusion and treat them with removable appliances or simple fixed appliances where possible and refer patients to specialists if necessary.					
27. Recognise malformation in the head and neck region and their effects on					

jaw relationship/occlusion and refer patients to appropriate specialists.					
<b>Population Oral Health</b>					
28. Plan and carry out oral epidemiological studies.					
29. Carry out preventive procedures and give instructions to patients.					
30. Plan and implement health promotion programs.					
<b>List others if any</b>					

**Annex D1.1 - Details of student assessments** (*Soft and Hard copies must be provided*)

Using the abbreviations provided below, indicate the tools used to assess student learning in each component of the course of study offered by the Dental School.

**Written tests:** e.g. Multiple Choice Questions (MCQ), Essay Questions (EQ), Structured Essay Questions (SEQ), Short Answer Questions (SAQ), Modified Essay Questions (MEQ), Situational Judgement Tests (SJT), etc.

**Laboratory-based practical tests:** e.g. Objective Structured Practical Examination (OSPE), laboratory procedures (LP), etc.

**Clinical assessments:** Objective Structured Clinical Examinations (OSCE), Objective Structured Long Clinical Examinations (OSLCE), Long cases (LC), Short cases (SC), etc.

**Other assessment tools:** Oral examinations (OE), Portfolio (P), Logbooks (LB), Casebooks (CB), Project Reports (PR), Roleplays (RP), Oral Presentations (OP), Team-based Activities (TA), etc.

Curriculum component	Assessment tools			
	Written tests	Laboratory-based practical tests	Clinical assessments	Other assessment tools

*Add more rows as required*

**Annex F3 - Details of dental school academic staff** (*Soft and Hard copies must be provided*)

Provide names of Departments, Divisions, Centres or Units in the Dental School, (**not Teaching Hospital(s)**), with details of **full-time** teaching staff, as defined in the table below.

*Indicate those employed full-time in the permanent cadre as FT(P); those employed full-time on a temporary basis (contracts of 2 years or less) as FT(T); and those employed part-time (e.g. visiting / adjunct lecturers) as PT.*

Follow the Anatomy Department example.

Name of academic department / division/unit	Name and Designation	Highest academic or professional qualification (e.g. BDS, MD, PhD, MBBS, etc.)	Employment status (FT(P)/ FT(T)/ PT)
Anatomy	Prof. ABC (Professor of Anatomy) Dr CDE (Senior Lecturer)	MD PhD	FT (P) FT(T)

*Add more rows as required*



### Annex F5 – Declaration of regular\* part-time work by dental teachers as secondary employment

Name of teacher	Primary or full-time employment	Part-time/secondary employment		
		Institution	Designation	Hours per year
1.	Institution:	1.		
	Designation:	2.		
		3.		
		4.		
2.	Institution:	1.		
	Designation:	2.		
		3.		
		4.		
3.	Institution:	1.		
	Designation:	2.		
		3.		
		4.		
4.	Institution:	1.		
	Designation:	2.		
		3.		
		4.		
5.	Institution:	1.		
	Designation:	2.		
		3.		
		4.		
6.	Institution:	1.		
	Designation:	2.		
		3.		
		4.		
7.	Institution:	1.		
	Designation:	2.		
		3.		
		4.		
8.	Institution:	1.		
	Designation:	2.		
		3.		
		4.		
9.	Institution:	1.		
	Designation:	2.		
		3.		
		4.		
.....	Institution:	1.		
	Designation:	2.		
		3.		
		4.		

**\*Note:** A one-off teaching and learning activity (e.g., lecture, workshop) delivered in a visiting capacity does not meet the definition of regular work. However, it would be good to include those one-off activities here, if they are done during working hours, even executed in an honorary capacity.

*Add more rows as required*

**Annex F6 - Details of non-academic staff in Dental School**

**Administrative and Support staff** (*Soft and Hard copies must be provided*)

List the non-academic staff attached to each administrative unit in the Dental School.

<b>Administrative Unit</b>	<b>Designation</b>	<b>Number employed</b>

*Add more rows as required*

**Annex G6 - Details of affiliated teaching hospitals** (*Soft and Hard copies must be provided*)

For **each teaching hospital affiliated** to the Dental School, please provide the following information:

1. Total number of dental units in the hospital
2. List the names specialties
3. Number of dental units in each specialty
4. Average dental unit occupancy rate per day (in the last year), in each specialty
5. Average number of outdoor patients seen per month in the last year
6. Number and names of specialized clinics
7. Average attendees in each specialized clinic (week or month)
8. List of diagnostic laboratory facilities available
9. List of radiological/imaging facilities available
10. List of rehabilitation facilities available

