Graduate Diploma in Family Practice Dermatology Course

Course Date
Monday, 11 May 2020 to Sunday, 25 April 2021 (tentative period)

Application Period:
Friday, 15 November 2019 to Friday, 6 December 2019

Fees:

<table>
<thead>
<tr>
<th>Description</th>
<th>SGD</th>
</tr>
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<tbody>
<tr>
<td>Application Fee*</td>
<td>50.00</td>
</tr>
<tr>
<td>Course Fee (inclusive of Examination fee)</td>
<td>6,280.00</td>
</tr>
</tbody>
</table>

Notes:
- Payment mode: debit / credit card
- Fees are inclusive of 7% GST
- *Application fee is non-refundable and must be paid at the time of application. Course Fee is payable after successful course enrolment, upon further notification.
- Successful applicants will be notified via email to accept placement and make Course Fee payment online. Placement will be confirmed only after payment has been made
- All fees are subject to changes without prior notice

Course Objective:
The Graduate Diploma in Family Practice Dermatology [GDip (FP Derm)], a joint programme offered by the Division of Graduate Medical Studies (DGMS) and the National Skin Centre (NSC) aims to equip Medical Officers or General Practitioners (both locals and overseas) with the knowledge and skills to deal with skin diseases at a primary care level.

Eligibility Criteria:
1. Currently practising Medical Officers or General Practitioners with a recognized medical degree (or equivalent)
2. Minimum 5 years general clinical experience (post-housemanship)
3. English Language Requirement: Applicants whose native tongue or medium of undergraduate instruction is not English must fulfil a minimum level of English proficiency. For certain qualifications, you are also required to furnish additional English Language test scores. Applicants may present any of the following to fulfil the English Language requirement:

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum Acceptable Score</th>
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<tbody>
<tr>
<td>EL1119</td>
<td>C6</td>
</tr>
<tr>
<td>IELTS</td>
<td>6.5 overall with 6.5 in Reading and Writing component</td>
</tr>
<tr>
<td>MUET</td>
<td>200</td>
</tr>
<tr>
<td>TOEFL</td>
<td>580 for paper-based / 92 - 93 for internet-based</td>
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For further enquiries, please contact:
SE Hong Geh, Ashley (Mr)
Tel: (65) 6601 1498
Email: ashleyse@nus.edu.sg
4. Other qualifications and experience which may be assessed as equivalent by DGMS and NSC.

Intake Date:
The course commences in May and is conducted once yearly.

CME Points:
CME points will be awarded to doctors registered under the Singapore Medical Council (SMC). The number of points to be awarded will be subjected to the discretion of SMC.

Course Components:
There is a one-day Orientation usually scheduled in early May for students. It is NOT mandatory but students are strongly encouraged to attend the Orientation.

Distance-Learning (Module Assessments)
The course is conducted on a distance-learning format (E-Learning) and consists of 5 modules. The main topic areas are as follows:

<table>
<thead>
<tr>
<th>Module 1</th>
<th>Introduction to Dermatology and Common Skin Conditions in Family Practice</th>
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</thead>
<tbody>
<tr>
<td>Module 2</td>
<td>Dermatitis and Drug Eruptions</td>
</tr>
<tr>
<td>Module 3</td>
<td>Infective, pigmentary, blistering and neoplastic skin diseases and Common skin diseases in children and the elderly</td>
</tr>
<tr>
<td>Module 4</td>
<td>Regional Dermatology and Principles of Dermatologic Surgery</td>
</tr>
<tr>
<td>Module 5</td>
<td>The Skin in Systemic Disease</td>
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</table>

Course Assessment and Examination:

1. **One-Week Clinical Attachment and Slides Quiz Test (SQT)**
   There will be a one-week Clinical Attachment held at the NSC, followed by a SQT. It is NOT mandatory but students are strongly encouraged to attend the Clinical Attachment. It is however mandatory for students to attempt and pass the SQT at the end of the Clinical Attachment in order to be eligible for the Final Examination.

2. **Training Seminar**
   The Training Seminar will be conducted for eligible students as a revision course prior to the Final Examination and it will be held at NSC. It is NOT mandatory but students are strongly encouraged to attend the Training Seminar.

3. **Final Examination**
   Students must obtain at least 50% of the End-of-Module assessments and Slides Quiz Test (conducted at the end of the Clinical Attachment) before he/she is allowed to proceed to the Final Examination. The Final Examination will consist of Multiple Choice Questions (MCQs), Slides Quiz Test and Viva examination.

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He/she must also attempt and pass all the sections within 3 years of starting the course in order to be awarded the Graduate Diploma, failing which he/she must repeat the entire course. The candidature will automatically lapse if the student is unable to complete the course/exam within 3 years.

The student who is unsuccessful at the examination must sit the next immediate examination with payment of the re-examination fee. The re-examination fee is chargeable at SGD500.00 payable to National University of Singapore.

**Minimum and Maximum Number of Candidates:**
The maximum capacity for each intake is 30.

**Application:**
Please submit your application online via [Graduate Admission System (GDA2)](http://example.com) by the closing date as stipulated above. A step-by-step guide to applying online can be found [here](http://example.com). A completed application would have fulfilled the following:

a) all required fields are accurately filled and all supporting documents are uploaded into the system

b) a unique 10-digit application number is auto-generated by the system (we recommend that you jot down the number for reference)

c) the non-refundable SGD50.00 payment is successful and supported by Tax Invoice (also known as the receipt) which is downloadable from the system

A successfully completed application does not indicate a successful placement or admission into the programme.

All applications and fees must be submitted by the closing date as stipulated above. Late or incomplete applications will not be entertained. Hardcopy and email applications will not be accepted.

The following documents must be submitted in GDA2 by the closing date:

- Recent passport-sized photograph (image has to be 400 x 514 pixels)
- A copy of your CV (employment history; in ascending order)
- At least 2 Testimonials from direct Heads of Department / Supervisors (where applicable)
- Certified true copy / scanned coloured copy of the following documents (Official English translations will be required for stamps or certificates sent that are not in English):
  - Identification documents:
    - NRIC: for locals / Permanent Residents
    - Employment Pass and Passport: for foreigners (residing in Singapore)
    - Passport: for foreigners (not residing in Singapore)
  - Recognised basic medical degree
  - Valid practising certificate from SMC
  - Certificate of TOEFL Score, where applicable
  - Certificates of any other qualifications, where applicable

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Photocopies of certificates and/or official translations (in English)* including any other official supporting documents will be accepted only if they have been prepared and/or authenticated by one of the following:

- the issuing University or Medical School
- Medical Council of which you are registered and licensed to practice
- Government Ministries of Health
- a notary public or Justice of the Peace
- Division of Graduate Medical Studies (DGMS) - For authentication by DGMS office, original certificates and documents must be produced

*Applicants must submit an authenticated translation if their official supporting documents is not in English. A fresh ink stamp must be used to authenticate the copy or translation of the primary medical qualification.

Applicants who fail to present their original documents for verification without acceptable reasons will not be admitted to the examination.

Applicants whose original documents have been damaged or misplaced must apply to the relevant organizations / authorities for replacements or letters of verification.

It is a university regulation that applicants cannot be concurrently registered for more than one course in an academic year. DGMS is not obliged to provide reasons for unsuccessful applications. Other respective rules / regulations of DGMS will apply.

**Deferment:**
If an applicant needs to defer the course / exam, he/she must write in officially to DGMS citing the reason and the request will be considered on a case-by-case basis. No deferment will be accepted after the allocation of clinical attachment. The candidature will automatically lapse should an enrolled student be unable to complete the course / exam within 3 years.

**Withdrawal Policy:**
Exam Candidates / Course Participants must contact the respective Officer-in-Charge (OIC) as soon as they know that they are unable to sit for an exam or attend the course they have signed up for. Request to withdraw from Examination / Course must be made in writing. Emails are acceptable.

Candidates who notify the Division that they are unable to attend the examination / course on or after the examination / course dates must request a refund within 14 calendar days from the last day of the exam/course and provide the supporting evidence where appropriate. The Division will generally consider providing refunds to candidates / participants on the following circumstances:

1. Illness - Request for refund must accompanied by a medical certificate.
2. Pregnancy - Request for refund must be accompanied by medical report.
3. Involvement in an accident e.g victim of crime, accident or disaster- request must be supported by evidence such as medical report and/or police report.
4. Bereavement in the immediate family - this normally refers to the loss of parent,
grandparent, sibling, spouse or child.

Supporting evidence must be presented in all cases. All refund granted will be subject to 10% administrative charges capped at SGD500.00. Requests for refund under the following reasons will not be supported:

1. Lack of preparedness or readiness for the exam for which the candidate has entered
2. Failure to arrange time away from work
3. Inability to secure a visa or other travel documents required to attend the course or examination