**UK Foundation Programme starting in August 2022 (UKFP 2022)**

**Dean’s Statement**

**Guidance for Applicants**

If you are applying through the UKFPO’s Eligibility Office for the UK Foundation Programme 2022, which includes Specialised Foundation Programmes (SFP) and Foundation Priority Programmes (FPP), you must submit a completed Dean’s Statement on Oriel, together with the rest of your eligibility documentation. This statement forms an essential part of your eligibility application.

The Dean’s Statement must be completed by the Dean of your medical school, an equivalent official to the Dean or the Dean’s nominated representative. You must request that the Dean completes the form and returns it to you to include with your eligibility documentation. Your medical school cannot send it to the UKFPO separately as it will not be accepted.

|  |
| --- |
| **Eligibility documentation submission period:** 14th July to 4th August 2021 (12:00 BST)  This is for all UK Foundation Programme 2022 recruitment rounds. |

It is **your responsibility** to ensure you use this year’s Dean’s Statement template and that it is completed correctly before submitting it to the UKFPO’s Eligibility Office. Errors identified later cannot be rectified. If your Dean’s Statement is not completed correctly, then your application will be deemed ineligible and you will not be able to apply for the UK Foundation Programme. The UKFPO does not provide a pre-checking service – any documents emailed separately to the UKFPO will not be reviewed.

**Guidance for all applicants:**

The Dean’s Statement is to be used for eligibility applicants wishing to apply to **any** UK Foundation Programmes starting in August 2022, including Specialised Foundation Programmes and Foundation Priority Programmes.

Please use the following checklist to help you confirm that you have adhered to **all** of the following. as failure to do so will invalidate your application.

|  |  |
| --- | --- |
| You must use the current Dean’s Statement form for UKFP 2022. Old versions of this form from previous application rounds or statements provided on your school’s letterhead will not be accepted. |  |
| You must upload the **original** completed Dean’s Statement form with your Dean’s signature (or signature of nominated representative) and medical school stamp. |  |
| Please ensure that your Dean provides your date of **qualification**, that is, the date on which the University Board agrees the results, issues a pass list and notifies students of the result, rather than your date of graduation. |  |
| Please ensure that your Dean provides the date of qualification in the following format “day Month year” (for example 10 May 2021).  The UKFPO needs to be able to correctly establish the date of qualification. If your Dean does not provide the full date in this format, then your Dean’s Statement is invalid. |  |
| Your full name must be clearly displayed in the relevant sections on **both** pages of the Dean’s Statement or the form will be considered invalid. |  |
| The information provided in the decile ranking boxes should be completed by the Dean/suitable representative.  If the information provided in the decile ranking boxes is amended, missing or inconsistent, then the applicant will receive the lowest decile ranking/score. |  |

* The use of correction fluid is not allowed anywhere on the form and will result in the applicant receiving the lowest decile ranking/score.
* Forms can be hand-written or typed and must be uploaded to Oriel with your application.

***UK Foundation Programme Office***

***June 2021***

Instructions for the Medical School Dean

This form has been sent to you by a medical student or graduate who wishes to apply for a two-year UK Foundation Programme starting in August 2022. This form must be completed by the Dean of the applicant's medical school (or the equivalent official to the Dean or the Dean's nominated representative - please note that this does not include administrative staff) and returned to the applicant. Please ensure that **all** sections of this form are completed**, including the applicant's full name on** **both** **pages**.

If the applicant does not return this form as part of their Eligibility Application to the UKFPO by **4th August 2021 (12:00 midday/BST),** they will not be eligible to apply to UK Foundation Programme 2022.

## SECTION 1 – Permission to Apply

|  |  |
| --- | --- |
| I confirm that (i*nsert applicant’s name*) |  |

|  |  |  |
| --- | --- | --- |
| is/was a student at |  | Medical School. |

|  |  |  |  |
| --- | --- | --- | --- |
| Their date of qualification will be/was | (day) | (month) | (yyyy) (eg 10 May 2020) |

I give permission for the applicant named above to apply to the two-year UK Foundation Programme starting in August 2022.

Yes No

I confirm that the applicant is/was of good standing at this medical school and is considered fit to practise medicine in accordance with UK General Medical Council’s (GMC) Fitness to Practise requirements as described in the [GMC’s *Good Medical Practice* (2013)](http://www.gmc-uk.org/guidance/good_medical_practice/index.asp)[[1]](#footnote-2).

Yes No

## SECTION 2 - Primary Medical Qualification [[2]](#footnote-3)

*Please note: you are not required to complete this section if the applicant has evidence of a current general, academic or UKVI International English Language Testing System (IELTS) certificate with a minimum score of 7.5 in* ***each*** *of the domains: speaking, listening, reading and writing;* ***OR*** *evidence of a current Occupational English Test (OET) certificate with a minimum score of 400 in* ***each*** *of the domains: speaking, listening, reading and writing. The IELTS or OET must have been sat on or after 3rd August 2020 to be used as evidence of English language proficiency.*

I confirm that the entire primary medical qualification undertaken by the applicant named above is being taught/was taught solely in English.

Yes  No

I confirm that all examinations undertaken by the applicant during their primary medical qualification will be/were solely in English.

Yes  No

I confirm that the applicant’s primary medical qualification will include/included at least 75% of contact with patients in English.

Yes  No

## SECTION 3 – Decile Ranking

*The applicant’s decile ranking must be calculated in the following way:*

1. *Compile the overall academic results for all students within the applicant’s year group. The year group does not need to have graduated yet to compile results for the purposes of decile ranking.*
2. *Divide the year group into ten equal groups based on their academic performance (that is, total number of students divided by 10).*
3. *Assign the applicant a decile ranking based on their position in the group. For example, if there are 150 students in the year then each decile is made up of 15 students (150/10 = 15 students). Students ranked 1 to 15 will be in the 1st decile, students ranked 16 to 30 will be in the 2nd decile and so on. Where necessary, please round decile boundaries to the higher whole number, for example 134 students mean a decile boundary of 13.4, so the 1st decile should be rounded up to include students ranked 1 to 14; the 2nd decile 2 boundary is 26.8 and should be rounded up to include students ranked 15 to 27 and so on.*

Please choose one of the following:

 I am unable to provide a verifiable decile ranking for this applicant as outlined above

(Please note: if this selection is ticked, this applicant will be allocated the lowest decile ranking), **OR**

I have provided a verifiable decile ranking for this applicantin the table below.

|  |  |
| --- | --- |
| Total number of students in the applicant’s year group at medical school (for example, 150) | Click here to enter text. |
| The applicant’s position in their year group, based on their performance during the medical degree (for example, 20) | Click here to enter text. |
| The applicant’s decile ranking within their year group, that is 1, 2, 3, 4, and so on  (for example, 20th of 150 = decile 2; 21st of 201 = decile 1) | Click here to enter text. |

## Please note: If the information provided in the above boxes is missing or inconsistent, then the lowest decile ranking will be allocated for this applicant.

## SECTION 4 – Declaration

**Failure to complete all fields below will invalidate this form and the applicant will be ineligible to apply.**

|  |  |
| --- | --- |
| With reference to (*insert applicant’s name*) |  |

I hereby declare that the information I provided in this statement is true and I understand that I may be contacted by the UKFPO’s Eligibility Office to verify it.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | Click here to enter text. | Date: |  |

**\*Signature must be hand-written or a digital signature is accepted. A typed name is not accepted.\***

**PLEASE TYPE OR PRINT IN BLOCK CAPITALS**

|  |  |  |
| --- | --- | --- |
| Your Name |  | Stamp of School |
| Position |  |  |
| Medical School |  |  |
| Address |  |  |
| Country/Postcode |  |  |
| Telephone Number |  |  |
| E-mail |  |  |

1. Please note that whenever General Medical Council documents are referenced, it is possible that revised versions will be produced after the UKFPO's information has been published. Therefore, applicants should always refer to the most up-to-date version of these publications. [↑](#footnote-ref-2)
2. 2 The GMC maintains a list of institutions from which it will not accept evidence of English language proficiency. Confirmation of English language proficiency on a Dean’s Statement will only be considered if the associated medical school is not on this list. [↑](#footnote-ref-3)