

**Circular Letter No. 46/2022**

My No. PGIM/EX/14/SE/PG/CME (20)  
Postgraduate Institute of Medicine,  
160, Professor Nandadasa Kodagoda Mawatha,  
Colombo 07.  
04<sup>th</sup> May 2022

To : Deputy Director General/NHSL, Colombo,  
Directors/MSS of Teaching/General Hospitals,  
Regional Directors of Health Services,  
Deans of Faculties of Medicine/Medical Sciences,  
Universities of Peradeniya/Colombo/Jaffna/Ruhuna/Kelaniya,  
Sri Jayewardenepura,

**MD (MEDICAL EDUCATION) EXAMINATION (BY THESIS) – 2022**

1. Candidates are required to give notice of intention to submit the thesis, through the Supervisor(s), three months prior to the intended date of submission.
2. In order to be eligible to enter the MD (Medical Education) examination, candidates must fulfil the following criteria:
  - a. Complete at least 02 years, but not more than 06 years, from the date of first registration for MD training
  - b. Detailed project proposal, which was approved by the Specialty Board
  - c. Satisfactory progress reports submitted to the Specialty Board for the period of training
  - d. Submit a thesis which is endorsed by all supervisors appointed by the Specialty Board
  - e. Candidates are required to submit the certificate of **Professionalism and Ethics in Medical Practice Strand** issued by the PGIM.
3. Candidates who intend to submit the thesis should pay the following fees and produce the receipt to the Examinations Branch of the PGIM along with the notice of intention, at least 4 weeks prior to submission of the thesis:

(a) Registration fee	- Rs. 8,000.00 (Non refundable)
(b) Examination fee	- Rs. 74,000.00
(c) Thesis Assessment fee	- Rs. 34,500.00 (Non refundable)
(d) Application fee	- Rs. 4,000.00 (Non refundable)

(Candidates from non-state sector will be charged 50% more of the above listed fees)

**note that only online payment made through the PGIM online portal will be accepted**

4. The Examination fee will not be refunded in the event of the candidate not sitting the examination, without a valid reason acceptable to the Specialty Board in Medical Education.

5. Candidates are required to submit the Thesis, one soft copy with reference and one soft copy without reference in the form of PDF or Word, through the Google form <https://forms.gle/w95AywhP9F47EmcP7>
6. The MD thesis must conform to the format prescribed by the Specialty Board for this purpose. It must be endorsed by the Supervisor(s) as being the candidate's original work. The candidate must include a declaration in the thesis that the work has not been submitted for any other research degree.
7. All examination applications and other documents are collected through a Google Form <https://forms.gle/xPu2KFHvFUtdKZGb7> All applicants should have a Gmail Account to log into the google form. PGIM trainees have to use the email account created by the PGIM. You should attach your exam application with all the relevant documents as a single PDF document since this portal does not allow you to attach multiple documents. **Please note that incomplete, handwritten, late submissions and applications sent via email will not be accepted.**
8. A candidate who fulfills all criteria stipulated in paragraph (2) above, and who has paid all the fees stipulated in paragraphs (4) above, will be required to defend the thesis at an examination conducted not less than 03 months after, and not more than 06 months from the date of submission of the thesis.
9. A candidate shall be deemed to have fulfilled the requirements for award of the MD in Medical Education in the following circumstances:
  - a. The examiners have accepted the thesis with no corrections
  - b. The examiners have accepted the thesis subject to minor corrections and such corrections have been carried out as stipulated
  - c. The examiners have recommended that the thesis be re-submitted after major revisions and such revisions have been carried out as stipulated.
10. In the event that the examiners recommend that the thesis may be accepted with no corrections, the candidate will be deemed to have passed the MD in Medical Education effective from the date of submission of the thesis, subject to confirmation by the Senate.
11. In the event that the examiners recommend that the thesis may be accepted with minor revisions, the candidate will be informed of the corrections recommended by the examiners and granted a period of not more than 1 month to carry out such corrections. The corrected thesis must be submitted to the PGIM along with an endorsement by the Supervisor(s) that the required corrections have been carried out satisfactorily. Such a candidate will be deemed to have passed the MD in Medical Education effective from the date of first submission of the thesis, subject to confirmation by the Senate.
12. In the event that the examiners recommend that the thesis should be re-submitted after major revisions, the candidate will be informed of the revisions recommended by the examiners and granted a period of not more than 6 months to carry out such revisions. The revised thesis must be re-submitted to the PGIM along with an endorsement by the Supervisor(s) that the required corrections have been carried out satisfactorily, and re-examined by the Board of Examiners (first re-submission). Upon their recommendation that the thesis has been revised to their satisfaction, the candidate will be deemed to have passed the MD in Medical Education effective from the date of re-submission of the thesis, subject to confirmation by the Senate.

13. In the event that the Board of Examiners deem that the thesis has not be revised to their satisfaction, the candidate will be permitted to re-submit the thesis again, and granted a period of not more than 6 months to carry out the required revisions. The revised thesis must be re-submitted to the PGIM and re-examined once more by the Board of Examiners (second re-submission). Upon their recommendation that the thesis has been revised to their satisfaction, the candidate will be deemed to have passed the MD in Medical Education effective from the date of second re-submission of the thesis, subject to confirmation by the Senate.
14. A candidate shall be permitted to re-submit the MD thesis on not more than two occasions. In the event that the candidate fails to satisfy the Board of Examiners after the second re-submission, such a candidate shall be deemed to have failed the MD in Medical Education and who has failed the MD in Medical Education shall be required to leave the training programme.
15. Post-MD Trainees should commence post-MD overseas training within two (02) years after the expected date of completing local post-MD training. Any delay will be added to the date of effective Board Certification. Post-MD trainees who delay commencing overseas post-MD training by more than four (04) years after the expected date of completing local post-MD training will have their trainee status terminated.
16. Following the completion of prescribed requirements for Board Certification including overseas training the prospective trainee applies for Board Certification with the relevant documents within one month following the completion of such requirements. If this is not followed, the date of Board Certification will be delayed.
17. The candidates who shall commence the pre MD (Registrar) or Post MD (Senior Registrar) training after 01<sup>st</sup> August 2011 should pass the Pre- Board Certification Assessment to be eligible for Board Certification. The details are available at the PGIM for perusal.
18. The candidates will be issued an “**Examination Feedback Form**” with the admission documents. Feedback in Part II should be limited to concerns, if any, regarding the conduct of the examination (e.g. perceived biases, discriminatory behavior, harassment, intimidation) and **NOT** regarding the format or content of the examination. The form should be sent back to Director/PGIM under confidential cover **within 48 hours after conclusion of the examination. No concerns regarding the examination will be entertained after 48 hours of conclusion of the examination or following the release of results** nor will these be investigated by the PGIM.
19. The results will be valid and official only after confirmation of the Senate of the University of Colombo.
20. Candidates are requested to visit the PGIM website [www.pgim.cmb.ac.lk](http://www.pgim.cmb.ac.lk) for further updates.

 **Professor Senaka Rajapakse**  
MBBS, MD, FRCP, FRCP(C), FRCPE, FRCR, FRCR(SL)  
Director  
Postgraduate Institute of Medicine  
University of Colombo

Professor Senaka Rajapakse  
**Director, PGIM**