

**Circular Letter No. 003/2024**

My No. PGIM/EX/14/MSc/ME (24)  
Postgraduate Institute of Medicine,  
160, Professor Nandadasa Kodagoda Mawatha,  
Colombo 07.  
08<sup>th</sup> January 2024

To: All eligible candidates,

**MASTER OF MEDICAL EDUCATION EXAMINATION – APRIL 2024**

1. The examination for the Master of Medical Education shall be in the form of a Portfolio submission and a viva voce examination.
2. Candidates are expected to submit the completed portfolio by a given deadline, 12 months after registering for the MMed. Those who fail to meet this deadline will be given not more than 2 more opportunities to submit their completed portfolio, at 6 months and 12 months after the initial deadline.

For trainees (i.e.candidates) to be eligible to submit their portfolios, they should have achieved the following.

- Have 80% attendance at the face-to-face teaching sessions
  - Have completed at least one portfolio entry for each module
  - Have obtained the signature of the supervisor that the portfolio building was supervised by him/her
3. The examination shall consist of two parts.
    - (I) Part I - Portfolio
    - (II) Part II – Structured Oral examination
  4. In order to pass the entire portfolio examination and qualify for award of the Master of Medical Education, a candidate should:
    - (i) Achieve on overall mark of **60 out of 100** for both Parts I and II **AND**
    - (ii) **not score 0 for more than two** of the 24 scales in Parts I and II **AND**
    - (iii) should **not score 0 for Authenticity of Work** in Part II.
  5. Submission of duly completed portfolio PDF version (one soft copy with reference and one soft copy without reference) on or before **31st January 2024** through the Google form <https://forms.gle/MTZw1N7DEexdzbj9> The portfolio will undergo a plagiarism check by the PGIM.
  6. Candidates who are eligible to sit the MSc examination are required to be present for the first scheduled examination after completion of the training programme. If a candidate does not apply or does not sit the first scheduled examination or subsequent scheduled examinations for reason not acceptable to the Sp. Board, the examinations will be considered as attempts.

7. Feedback will be provided to the unsuccessful candidates. They could resubmit the portfolio within three months after the release of examination results. Once they have successfully faced the above portfolio assessment part I and part II, these candidates will be eligible for the MMed. Candidates will be allowed a maximum of 2 resubmissions.

8. The prescribed fees for the examination shall be as follow: -

(a) Application fee	- Rs. 6,500/= (Non-refundable)
(b) Registration fee	- Rs. 14,000/= (Non-refundable)
(c) Examination fee	- Rs. 74,500/=
(d) Portfolio Assessment	- Rs. 15,000/= (Non-refundable)

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

***Note that only payments made through the PGIM online portal will be accepted.***

9. The application form can be downloaded from our website [www.pgim.cmb.ac.lk](http://www.pgim.cmb.ac.lk).

10. All examination Applications and other documents are collected through a Google Form <https://forms.gle/TEoemG7phgQT3rRE9> on or before **31<sup>st</sup> January 2024**. Trainees have to use the email accounts created by the PGIM to access the Google form. The exam application with all relevant documents must be attached as a single pdf document since this portal does not allow uploading of multiple documents. **Please note that incomplete, handwritten, late submission and application sent via email will not be accepted.**

11. 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.

12. The results will be valid and official after confirmation by the Senate of the University.

13. Candidates are requested to visit the PGIM website [www.pgim.cmb.ac.lk](http://www.pgim.cmb.ac.lk) for further updates.

14. Please refer the new regulations laid down by Ministry of Health regarding release of Medical Officers of Department of Health in MoH website – [www.health.gov.lk/](http://www.health.gov.lk/)

15. Please bring the contents of this Circular Letter to the notice of all medical officers concerned in your department/division/faculty.

  
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Deputy Director  
Postgraduate Institute of Medicine  
University of Colombo

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for Director/ PGIM**