

Dental Study Leave Guidance – Yorkshire and the Humber

19 April 2023, Version 1

Study Leave Policy

This guidance is written in conjunction with the [HEE Study Leave Policy](#). Please ensure that you read this policy.

This guidance is applicable to all dentists in a postgraduate training programme within Yorkshire and the Humber, including those on academic programmes, and details how the policy should be applied.

Process

All requests for study leave should be made using the Accent Leave Manager system. Guidance on using the system is [available here](#).

Prior to applying, dentists should consider if the request is in line with their [curriculum delivery matrix](#) or aligns to an agreed objective within their personal development plan. Requests outside of these will not be supported.

For all requests, except attendance at conferences, the Training Programme Director should be selected as the approver. For conference requests, the Associate Dean should be selected as the approver.

Please see the flowchart in Appendix A for further guidance.

Academic Dentists should request funding for their academic activity via their sponsor. Requests for study leave/funding for their clinical activity should be made via Accent Leave Manager.

Conferences

Dental Foundation Training (DFT)

Attendance at national conferences will be supported, if the dentist is presenting or has been awarded a prize. Only one conference will be supported during the training programme. The School will fund the conference fee, travel and accommodation.

International conferences will not be supported.

When applying through Accent Leave Manager for a conference, the Associate Dean for DFT should be selected as the approver.

Dental Core Training (DCT)

Attendance at national conferences will be supported, if the dentist is presenting or has been awarded a prize. Only one conference per DCT post will be supported.

For a national conference, the School will fund the conference fee, travel and accommodation.

Attendance at international conferences will be supported, if the dentist is presenting or has been awarded a prize. Only one conference will be supported during the whole DCT training programme (DCT1-3), including any posts that have been undertaken in a different region.

For an international conference, the School will fund either economy travel and accommodation or the conference fee. The School will fund whichever of these options is least expensive.

When applying through Accent Leave Manager for a conference, the Associate Dean for DCT should be selected as the approver.

Dental Specialty Training (DST)

Attendance at one national conference per training year will be supported, if the dentist is presenting or has been awarded a prize. Specialty dentists will be able to attend one conference in their training programme in which they are presenting or receiving a prize.

For a national conference, the School will fund the conference fee, travel and accommodation.

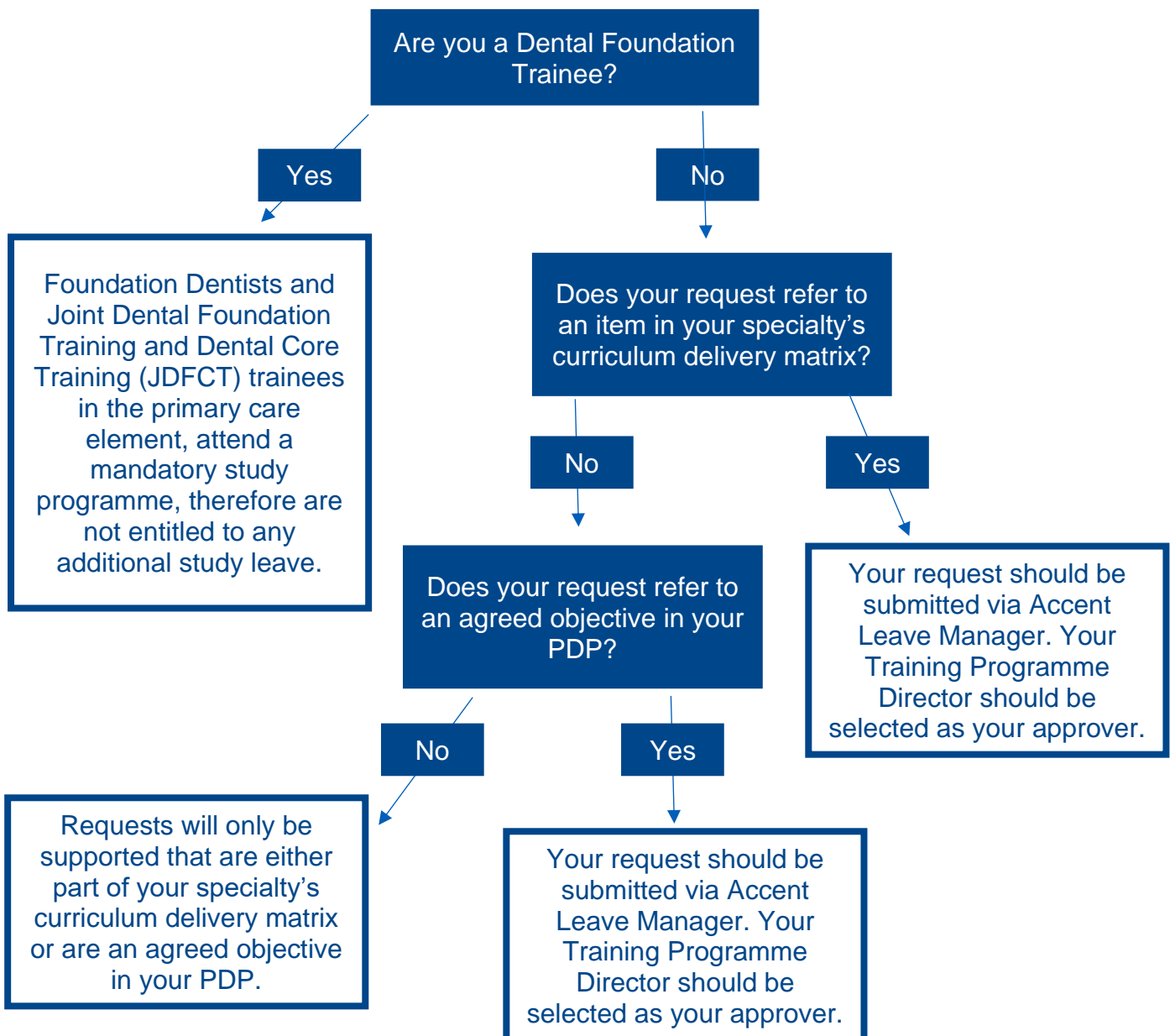
Attendance at international conferences will be supported, if the dentist is presenting or has been awarded a prize. Only one international conference will be supported during the pre-CCST training programme (ST1-3) and one international conference supported during the post-CCST training programme (ST4-5).

For an international conference, the School will fund either economy travel and accommodation or the conference fee. The School will fund whichever of these options is least expensive.

When applying through Accent Leave Manager for a conference, the Associate Dean for DST should be selected as the approver.

Please see the flowchart in Appendix B for further guidance.

Appendix A: Flowchart for Study Leave Requests (excluding conferences)



Appendix B: Flowchart for Conference Requests

