

Regulations for The Certified Training Fellowship in Neuroendoscopy Examination Under Conjoint Supervision of Cairo University, Egypt and Greifswald University, Germany

Revised September 2022

1. Introduction

1.1 The examination syllabus and the format and content of this examination are revised by both supervising universities

1.2 Upon successful completion of all parts of the examination and attendance of all modules of the Certified Training Fellowship in Neuroendoscopy program as outlined under point 3.3, candidates will be eligible for becoming a “**Cairo Greifswald Fellow of Neuroendoscopy (CG - FNE)**” accredited by both supervising universities.

2. The Examination

The Certified Training Fellowship in Neuroendoscopy examination, under these regulations, comprises two parts as follows:

2.1 Part A Multiple Choice Questions (MCQ)

2.1.1 The Part A is a one-hour single best answer MCQ examination administered online and consisting of a single paper.

2.1.2 The examination covers generic neurosurgical sciences and applied knowledge, including the core knowledge required for neuroendoscopy as outlined in the announced syllabus.

2.1.3 To achieve a pass in Part A, the candidate will be required to achieve or exceed 60% for Part A.

2.2 Part B

2.2.1 Part B consists of a written two-hour examination administered at one of the supervising universities or affiliated institutions and consisting of two papers one hour each.

2.2.1.1 Paper one (Applied Basic Neuroendoscopy) consists of clinical problem-solving scenarios in the form of case commentary questions. (4 case scenarios, 20 marks each)

2.2.1.2 Paper two (Advanced Clinical Neuroendoscopy) consists of single best answer MCQs and/or extended matching questions (EMQs) covering applied knowledge in neuroendoscopy consisting of neuroanatomy, surgical pathology, applied surgical science and critical care as outlined in the announced syllabus. (20 questions, 1 mark each)

2.3 All parts of the examination will be conducted in English.

3. Entry to the Examination - Eligibility

3.1 The Certified Training Fellowship in Neuroendoscopy examination under conjoint supervision of Cairo University, Egypt and Greifswald University, Germany will be held under these regulations at least once or twice if feasible each academic year.

3.2 To enter the examination, a candidate must fulfill all the following eligibility criteria:

3.2.1 Demonstrate a minimum of 3 years of postgraduate experience in Neurosurgery

3.2.2 Possess a primary medical qualification stating that English was the primary language of instruction. If the candidate obtained a medical qualification from an institution where English was not the primary language of instruction, then the candidate must provide acceptable proof of English proficiency.

Acceptable evidence of English proficiency includes proof of any one of the following:

3.2.2.1 Passing a college level English language course

3.2.2.2 IELTS (general or academic) with minimum overall band score 6

3.2.2.3 TOEFL (paper-based or iBT) with a minimum score of 550 for the paper-based version or 60 for iBT

3.2.2.4 OET

3.2.3 Satisfy the attendance requirements of the Certified Training Fellowship in Neuroendoscopy program

3.2.3.1 Part A: Satisfactory attendance of module 1 as outlined under point 3.3.1

3.2.3.2 Part B: Satisfactory attendance of module 1 as outlined under point 3.3.1 in addition to at least 2 other modules as outlined under point 3.3.

3.2.4 First time applicants must submit their original certificate (or an authenticated copy) of an acceptable primary medical qualification including proof of English proficiency to the program director (see note under paragraph 3.2.2 above on eligibility of primary medical qualifications).

3.3 The minimum attendance requirements acceptable for admittance to the Certified Training Fellowship in Neuroendoscopy examinations are:

3.3.1 Module 1: A maximum of 3 hours offline; i.e. either full attendance of 5 out of 6 online sessions or a maximum of 30 minutes offline of being continuously offline per session

3.3.1.1 Candidates applying under points 3.9.1 are required to attend a minimum of 4 out of 6 sessions with a maximum of 30 minutes offline per session of module 1 for each year after their initial attempt.

3.3.2 Module 2: Attendance of the entire two-day module is obligatory onsite at Cairo University. Candidates with residence outside Egypt have to officially apply for consideration of online attendance.

3.3.2.1 Admittance of candidates to Part B is contingent upon satisfying the following conditions:

3.3.2.1.1 Passing Part A of the Certified Training Fellowship in Neuroendoscopy examination

3.3.2.1.2 Confirmed full registration to the Certified Training Fellowship in Neuroendoscopy Program as outlined under point 3.5

3.3.3 Module 3: A minimum of 5 out of 6 online sessions

3.3.4 Module 4: Attendance of the entire online module is obligatory

3.3.5 Module 5: Attendance of the entire three-day module is obligatory onsite at Greifswald University

3.3.5.1 Applicants who attended the Baltic Sea Course at Greifswald University within three years of applying to the Certified Training Fellowship in Neuroendoscopy are exempt from the attendance requirements for module 5

3.3.5.2 In case module 5 took place after the date scheduled for Part B of the examination, attendance of module 5 would not be a prerequisite for admittance to the exam.

3.3.6 The sequence of the modules might not be in the same order listed above.

3.4 Any candidate who has passed Part A of the Certified Training Fellowship in Neuroendoscopy examination must complete the requirements of the Certified Training Fellowship in Neuroendoscopy examination by sitting Part B under these regulations

3.5 Registration for the Certified Training Fellowship in Neuroendoscopy Program as required under point 3.3.2.1.2 is subject to the following conditions:

3.5.1 The five best ranking candidates will receive either full fund or partial fund for completion of the fellowship according to their ranks and the annual allowance from Greifswald University. There will be no mobility allowance.

3.5.2 For the academic year 2022/2023: The two highest ranking candidates in Part A of the examination on the session of the same academic year will receive

a full scholarship covering full registration fees to attend all modules of the Certified Training Fellowship in Neuroendoscopy during the same academic year

3.5.2 For the academic year 2022/2023: The third, fourth and fifth ranking candidates in Part A of the examination on the session of the same academic year will receive a partial scholarship covering 50% of the registration fees to attend all modules of the Certified Training Fellowship in Neuroendoscopy during the same academic year

3.5.3 All other applicants must pay full registration in case the pass mark is reached in Part A of the examination

3.5.4 Other applicants who are neither residents of Egypt or Germany might need additional fees to attend the live surgery module or the final exam in one of the host universities or its affiliated centers.

3.6 Candidates must pass Part A before sitting Part B.

3.7 Candidates who fail Part B are not required to re-sit Part A.

3.8 Candidates who fail the Part B are required to re-sit Part B in order to meet the requirements of these regulations.

3.9 Number of Attempts

3.9.1 Candidates are allowed up to three attempts at the Certified Training Fellowship in Neuroendoscopy examination Part A

3.9.2 Candidates are allowed up to three attempts at the Certified Training Fellowship in Neuroendoscopy examination Part B.

3.9.3 An attempt is defined as an occasion when a candidate commences, but not necessarily completes or passes, the Certified Training Fellowship in Neuroendoscopy Part A, or Part B examination.

4. Timing

4.1 The number of attempts is defined in 3.8 above. Failure to pass the Examination within the permitted number of attempts as defined in 3.8 above will debar the candidate from applying for any component/part of the Certified Training Fellowship in Neuroendoscopy examination under these, or any other regulations.

4.2 Any candidate entering any part of the Certified Training Fellowship in Neuroendoscopy examination under these regulations are required to pass Part B of the examination within three years of passing Part A.

4.3 If all parts of the exam were not completed within three years from the first attempt at Part A, the candidate becomes time expired. Candidates who are “time expired” in the Certified Training Fellowship in Neuroendoscopy, are not permitted to sit Part A or Part B of the Certified Training Fellowship in Neuroendoscopy examination.

4.4 Candidates who are time expired have the right to reapply after two years.

5. Admission to the Examination

5.1 Candidates should consult the Certified Training Fellowship in Neuroendoscopy website or contact the program coordinators for details of dates and venues for applications, program module, and examinations. Details of the program coordinators are to be found at the end of the regulations.

5.2 Online application for preselection of eligible candidates through the official cooperation website is the only officially acceptable channel for submitting applications to the Certified Training Fellowship in Neuroendoscopy.

5.3 The application cycle is open once per year as announced on the official cooperation website.

5.4 Application for entry to the Certified Training Fellowship in Neuroendoscopy and any part of the examination must:

- 5.4.1** be made on the appropriate electronic version application form;
- 5.4.2** include all required supplementary documents as indicated in the application form;
- 5.4.3** be accompanied by the specific examination fee payment (if applicable), which must be received in full before a candidate is entered for the examination;
- 5.4.4** reach the examinations department by the date specified in the examinations calendar. Applications received after the closing date may be returned.

5.5 If, exceptionally, a candidate is permitted to enter the examination without first having paid the specified examination fee and fails thereafter to pay the fee, the candidate shall not be permitted to take any further part without payment of the outstanding fee or, if the unpaid fee relates to such a candidate’s final part of the examination, the Certified Training Fellowship in Neuroendoscopy reserves the right not to mark or assess that part of the examination or not allow the candidate to proceed to being awarded the final degree/certificate in accordance with these regulations.

5.6 The Certified Training Fellowship in Neuroendoscopy reserves the right to make recordings of the examinations for the purposes of quality assurance and training.

6. Proof of Identity

6.1 Candidates must bring proof of identity to each examination. Proof of identity must be an official document, such as a current passport or driver's license that includes the candidate's name and photograph.

6.2 For the purposes of visual identification, any candidate sitting any examination will be required to remove any clothing and/or other item which covers all, or part of, the candidate's face. The Certified Training Fellowship in Neuroendoscopy will observe sensitivity and, in specific circumstances privacy in the visual identification of candidates. Entry to the examination will not be granted unless visual identification has taken place.

6.3 In the setting of online examinations:

6.3.1 Candidates must verify their email address in accordance with the Certified Training Fellowship in Neuroendoscopy regulations (see note under paragraph 6.1 and 6.2) and as instructed by the examination coordinator. Candidates will be allowed admission to the online examination only by means of their verified email address.

6.3.2 Candidates must have their camera turned on at all times during the examination or as instructed by their proctor.

7. Withdrawal from the Examination

7.1 A candidate who withdraws in writing an application for admission to any part of the examination may be refunded the fee paid (less an administrative fee of 20%), provided that notice of an intention to withdraw is received by the examinations department/section before the closing date by which applications are due, as shown in the examinations calendar. No refunds are normally made to candidates who withdraw after the closing date.

7.2 Applications for consideration of a refund on medical grounds must be accompanied by a medical certificate. Applications for consideration of a refund on compassionate grounds should be supported by the Certified Training Fellowship in Neuroendoscopy coordinator. All such applications must be submitted to the examinations department/section within 14 days of the commencement of the examination.

7.3 For information on pregnancy and deferral see paragraph 12.

8. Results

Results will be sent out via email by the examinations department/section.

9. Feedback

Candidates will receive a breakdown of their marks for both Parts of the examination. No further feedback is available.

10. Appeals

10.1 Mechanism Details of the appeals process and fees charged may be obtained from the examinations department.

10.2 The certified Training Fellowship in Neuroendoscopy reserves the right to refuse any such request without further explanation.

11. Improper Conduct by Examination Candidates

11.1 In the case of improper conduct of an examination candidate, as defined below, the Certified Training Fellowship in Neuroendoscopy may impose a penalty relating to the candidate's eligibility for the relevant or future examinations. Improper conduct is defined as:

11.1.1 Dishonestly obtaining or attempting to obtain entry to the examination by making false claims about eligibility for the examination, or falsifying any aspects of the entry documentation.

11.1.2 Obtaining or seeking to obtain unfair advantage during an examination, or inciting other candidates to do the same. Examples of unfair advantage are:

11.1.2.1 having on the person any material that would give advantage in an examination once the examination has commenced (this includes electronic communication devices);

11.1.2.2 communicating, or attempting to communicate, with another candidate, once the examination has commenced;

11.1.2.3 refusing to follow the instructions given by invigilators, examiners or examinations staff concerning the conduct of, and procedure for, the examination. This list is not exhaustive.

11.1.3 Removing or attempting to remove from the examination any confidential material relating to the examination.

11.1.4 Obtaining or attempting to obtain confidential information concerning the examination from an examiner or examination official.

11.1.5 Passing confidential information on the content of the examination to a third party.

11.1.6 Seeking to gain prior knowledge from, or provide knowledge to, other examination candidates on content of the examination. This list is not exhaustive.

11.2 If a candidate is found to have acted improperly, his/her name may be reported to his/her national/institutional authority. The Certified Training Fellowship in Neuroendoscopy may also on an individual basis decide that a candidate should not be allowed to proceed further with the examination or, having passed the examination, may not be awarded the final certificate/degree, and/or maybe permanently disbarred from sitting any parts of the examination

12. Notification of Pregnancy and Deferral

12.1 A deferral may be permitted to a candidate supplying an appropriate medical report which satisfies the Certified Training Fellowship in Neuroendoscopy indicating that:

12.1.1 the candidate has any pregnancy related problems or illness; and/or

12.1.2 the candidate's confinement is due shortly before or around the date of the examination; and/or

12.1.3 the candidate has sufficient discomfort for her to consider that it will have a detrimental effect on her performance. In such circumstances, a deferral will be permitted, and no further fee will be required.

12.2 Any candidate who does not inform the Certified Training Fellowship in Neuroendoscopy of her pregnancy and is consequently unable to sit for that examination will not normally be allowed to defer this examination without submission of another fee.

13. Eligibility for the final Certificate

13.1 Candidates who have passed the Certified Training Fellowship in Neuroendoscopy examinations under these regulations will be awarded "CG - FNE" provided they satisfy the criteria below. The candidate must:

13.1.1 hold a primary medical qualification that is acceptable to the national medical certifying body of the awarding country.

13.1.2 have passed the examination requirements satisfied by obtaining a pass in Part A and Part B of the Certified Training Fellowship in Neuroendoscopy examination.

13.1.3 Have satisfied the attendance requirements of all modules

Certified Training Fellowship in Neuroendoscopy Details

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