

## DUBS Information Pack

### **What were the commitment terms of the bursary?**

A bursary recipient is required to work a commitment term in NHS Scotland dentistry for a period of time that reflects the number of bursaries plus one more year. Thus, if a student received four bursaries, they would be expected to undertake work in NHS Dentistry in Scotland for five years.

During the commitment term, NHS Scotland Dentistry earnings must represent ***not less than 80%*** of total earnings for each year and must be verified by an accountant.

### **How is NHS Scotland Dentistry Defined?**

NHS Scotland Dentistry can be defined as NHS general dental practice, Hospital Dental Service or Public Dental Service.

### **Commitment Years**

Commitment Years run from August to July based on Vocational Training normally starting in August/early September each year. That indicates that individual Commitment Periods will conclude in July of the relevant year calculated by taking the year of graduation and adding one year for each bursary and then a further year.

Example: Recipient graduated in 2017 and had received four bursaries.  
Commitment Period ends  $2017 + 4 + 1 = 2022$ .

If you have worked part-time, then the Commitment Period is extended pro-rata to a period that represents a full-time equivalent work pattern, e.g. one year at 0.5 FTE becomes two years.

Commitment Years are expected to start within one year of graduation and are to be continuous until the Commitment Period is completed. Other than any extension adjustment for part-time working, an extension to the expected Commitment Period will only be considered in exceptional circumstances, and can only be granted by NHS Education for Scotland if the mitigating circumstances for the request are fully explained and merit an extension being granted.

### **Career Paths**

***If following graduation your career path has changed and you are no longer involved in NHS Dentistry, or have not completed the indicated Commitment Period, please notify us so that your case can be processed accordingly.***

Please note that if you have been unable to complete the relevant Commitment Period to the expected level then there may be a liability arising whereby some or all of the bursaries received may need to be repaid.

### **Valid Email Contact details**

It is important that we maintain an up-to-date email contact address for you. To do this we intend to undertake a confirmation exercise once a year to verify that the email we hold on file is still valid and your preferred email for communications regarding DUBS.

You are obliged to inform us of any change to your contact details or circumstances so if these change then please email the DUBS mailbox and we can make the relevant amendments

[nesdubsqueries@nes.scot.nhs.uk](mailto:nesdubsqueries@nes.scot.nhs.uk)

### **Evidence of Earnings/Income Source**

Depending on your career path following graduation and the composition of your current dental income, you may not be able to provide all the earnings information required immediately following the July of the year that your Commitment Period ends.

Where you may need additional time to establish the evidence, for example if you are self-employed and will not have details until you have completed the annual HMRC Self-Assessment cycle, then this is understandable, and we can wait until you have all the relevant information available for us to be able to undertake an Assessment of your bursary related NHS Dentistry commitment.

If this will be the case for you then please notify us so that we can update our records to revisit your Assessment once all the relevant information will be available.

As your employment and earnings history are unique to you, we require you to supply information to allow us to review and assess whether the commitment term has been achieved.

If the commitment term is assessed and determined as complete, no further monitoring will take place and you will be advised accordingly. If, however, assessment highlights gaps in the commitment term then the number of months this equates to is converted by Student Awards Agency Scotland (SAAS) into a pro-rata amount to be repaid.

### **Employment and Earnings history and evidence**

Supplied with the Information Pack is a sample copy of the current version of the employment and earnings history spreadsheet which recipients who have completed their Commitment Period are required to populate for the assessment of their commitment. There is a supporting instruction form which provides further detail on how to complete the spreadsheet.

***When your Commitment Period is completed and you have the relevant supporting information available, please contact the DUBS Compliance Team mailbox and we will send the Assessment Form completed with your individual information.***

### **Retention of payslips/Earnings evidence**

Please note that your income for the relevant years needs to be evidenced so it is important that you retain all relevant payslips and related paperwork so that you can use these as part of your Assessment submission.

We are aware that HMRC guidance may indicate that documents may only need to be retained for five years, however data that is required to evidence compliance in a contract should and can be kept as long as necessary to fulfil that need.

## **Fees and Charges**

Please note that we do not re-imburse any associated fees or charges you incur in providing the requested information.

## **What happens once I have submitted my evidence?**

Once your information has been submitted, NES will review and evaluate it in line with your contract commitment term. There may be an exchange of emails with you if any clarifications are required. Due to the high volume of submissions received at one time, it may take several weeks to resolve any issues.

All information gathered will be assessed by NES and the outcome details of compliance or non-compliance will be shared with SAAS so that they can recover any repayments due.

If your submission indicates compliance, an email message from NES will be sent to inform you.

If your submission indicates you have not been compliant, SAAS will be in touch via email to request payback for the required portion of non-compliant time.

## **Bursary Contract**

Supplied with this information pack is a copy of the generic contract for the University that you attended. SAAS hold your signed copy and you can contact them at [saasnhsbursaries@gov.scot](mailto:saasnhsbursaries@gov.scot) to request a copy if you wish.

## **Failure to maintain contact or engage in the Assessment Process**

If we do not hear from you, or you do not engage with the Assessment Process and fail to supply requested information for Assessment, your information will be passed to SAAS who will pursue a debt recovery process.

## **Further Information**

If you need further information, please visit the NHS Education for Scotland website at the address below where you will find relevant details relating to the Dental Undergraduate Bursary Scheme.

<https://www.nes.scot.nhs.uk/our-work/dental-undergraduate-bursary-scheme/>

## **Future changes**

This document provides information as at April 2022. With the emergence of Covid-19 and its impact on dental services and training, it is possible that further changes to guidance will emerge in line with future experiences.

Our intention is that we will add the information to our website (address above) so it may be beneficial for you to retain the address and periodically check the site content as this may provide answers to any queries that you may have.

DUBS Compliance Team

NHS Education for Scotland