

## TIMELINE FOR IDT WINDOWS

(March 2012 and October 2012)

### MUST BE READ IN CONJUNCTION WITH GUIDANCE DOCUMENT

(Please note detailed timeline below will operate in most deaneries, however some areas such as Scotland may consider requests on a more frequent basis as is their current practice)

#### MARCH 2012 WINDOW

Friday 16 December 2011	Closing date for IDT applications to transfer OUT	To be submitted to applicants current Deanery
All applications received from 17 December 2011 onwards go forward to next Window (October 2012)		
3 January – 13 January 2012	IDT out panel	Panel convened with appropriate membership to discuss all requests received to transfer out of Deanery
16 January – 20 January 2012	Transferring Deanery to inform receiving Deaneries of applications supported	
16 January – 20 January 2012	Notify trainees re: status of request to transfer OUT	Communication sent to all trainees to confirm if request supported and forwarded to receiving Deanery or if not supported, and reasons why
23 January – 3 February 2012	Appeals process for trainees who may wish to appeal against panel decision	Allow 10 working days for appeals to be submitted. Trainees may supply additional information to support their request
6 February – 17 February 2012	Postgraduate Dean to consider appeals received	
17 February 2012	Appeal trainees and receiving Deaneries informed of Postgraduate Dean decision	Confirm outcome of appeal to trainees (supported/not supported) and potential receiving Deaneries (if appeal upheld)
20 February – 2 March 2012	IDT in panel	Panel convened to discuss all requests to transfer into the Deanery
5 March – 9 March 2012	Inform transferring Deanery of outcome	Communicate outcome (supported/not supported) to transferring Deanery
5 March – 9 March 2012	Notify trainees re: status of request to transfer IN	Communication sent to all trainees to confirm if request supported or if not supported, and reasons why
12 March – 23 March 2012	Appeals process for trainees who may wish to appeal against panel decision	Allow 10 working days for appeals to be submitted. Trainees may supply additional information to support their request
26 March – 10 April 2012	Postgraduate Dean to consider appeals received	
13 April 2012	Appeal trainees and transferring Deaneries informed of Postgraduate Dean decision	Confirm outcome of appeal to trainees (supported/not supported) and transferring Deaneries (if appeal upheld)
PROCESS CLOSED – *all applications received from 17 December 2011 onwards go forward to next Window (October 2012)		

## OCTOBER 2012 WINDOW

Friday 20 July 2012	Closing date for IDT applications to transfer OUT	To be submitted to applicants current Deanery
All applications received from 21 <sup>st</sup> July 2012 onwards go forward to next Window (March 2013)		
23 July – 3 August 2012	IDT out panel	Panel convened with appropriate membership to discuss all requests received to transfer out of Deanery
6 August - 10 August 2012	Transferring Deanery to inform receiving Deaneries of applications supported	
6 August – 10 August 2012	Notify trainees re: status of request to transfer OUT	Communication sent to all trainees to confirm if request supported and forwarded to receiving Deanery or if not supported, and reasons why
13 August – 24 August 2012	Appeals process for trainees who may wish to appeal against panel decision	Allow 10 working days for appeals to be submitted. Trainees may supply additional information to support their request
27 August– 10 September 2012	Postgraduate Dean to consider appeals received	
10 September 2012	Appeal trainees and receiving Deaneries informed of Postgraduate Dean decision	Confirm outcome of appeal to trainees (supported/not supported) and potential receiving Deaneries (if appeal upheld)
11 September – 24 September 2012	IDT in panel	Panel convened to discuss all requests to transfer into the Deanery
25 September - 28 September 2012	Inform transferring Deanery of outcome	Communicate outcome (supported/not supported) to transferring Deanery
24 September - 28 September 2012	Notify trainees re: status of request to transfer IN	Communication sent to all trainees to confirm if request supported or if not supported, and reasons why
1 October – 12 October 2012	Appeals process for trainees who may wish to appeal against panel decision	Allow 10 working days for appeals to be submitted. Trainees may supply additional information to support their request
15 October – 26 October 2012	Postgraduate Dean to consider appeals received	
31 October 2012	Appeal trainees and transferring Deaneries informed of Postgraduate Dean decision	Confirm outcome of appeal to trainees (supported/not supported) and transferring Deaneries (if appeal upheld)
PROCESS CLOSED - *all applications received from 21 July 2012 onwards go forward to next Window (March 2013)		