

# **THE HONG KONG COLLEGE OF ORTHOPAEDIC SURGEONS**

## **YOUNG FELLOWS COMMITTEE**

### **Travelling Sponsorship for Young Fellows Regulations and Application Guidelines**

#### **Principles**

1. Sponsorship is to encourage further education after the Fellowship Examination in Orthopaedic Surgery.
2. Sponsorship is to facilitate the applicant for full-pay study leave.
3. The individual should contribute towards his/her own further education: the sponsorship should not provide 100% cover of expenses.
4. The sponsorship should be the sole source of financial subsidy for the applied activity.

#### **Standard Amount of Travelling Sponsorship**

1. Macau, Guangdong: NOT eligible.
2. Other Asian cities: receipted claims up to HK\$7,500.
3. All other locations (including Australia and New Zealand): receipted claims up to HK\$15,000.

#### **Administration and Rules**

Two selection rounds per year. Standard closing dates are end of December (for events taking place from 1<sup>st</sup> April to 30<sup>th</sup> September the year after) and end of June (for events taking place from 1<sup>st</sup> October to 31<sup>st</sup> March the year after), unless otherwise stated. In each round, a total amount of HK\$15,000 will be available for Young Fellows to apply; however, the Committee reserves the right to adjust this allocation.

#### **Announcement**

To be advertised in the HKCOS website or by e-mail to Young Fellows at least one month prior to the closing date.

#### **Application**

Applicants must be Young Fellows of the HKCOS on the day the applications close.

Applicants must submit:-

1. A completed standard application form,
2. Preliminary program pamphlet about the proposed conference/meeting, and
3. A brief CV.

The applicants should be aware that it would take 4 to 6 weeks after the closing date for the Committee to complete the selection process and to notify successful applicants.

#### **Selection Criteria and Rules**

The Committee will first evaluate whether the proposed event is appropriately beneficial to the applicant, taking into account the experience of the applicant and the quality of the proposed event, and reserve the right to execute any unfavorable consideration.

## **Exclusion**

1. Committee Members of Young Fellows Committee
2. Fellow who has been awarded this or other HKCOS sponsorships within the past 24 months prior to the closing date of the application
3. Fellow who has been awarded any sponsorship from any organization within the past 24 months prior to the closing date of the application
4. Clinical attachment alone

## **Points System**

1. Four extra points if abstract is submitted.
2. Two extra points if applying for Standard Sponsorship at the Asian rate of HK\$7,500.

## **Deduction**

Points are to be deducted if other HKCOS sponsorships have been awarded\* within the following period prior to the closing date of application:

25 – 36 months: 3 points

Applicants with equal scores will be allocated a position by the draw of lots.

*\* The word “awarded” is used to include those who have been offered a sponsorship but withdrew themselves after the selection, or that the final payment of sponsorship was forfeited due to violation of rules. Penalty points for withdrawal could be mitigated if a very good reason existed for the withdrawal, e.g. illness, failure to get leave approval.*

## **Claims and Payment**

Receipted claims have to be supported by original documents: air ticket, tour agent receipt and hotel receipt on the following expenses:

1. Economy return air ticket and airport tax.
2. Hotel (room charge and tax only).
3. Conference/meeting registration fees.

## **Conditions of Acceptance of Travelling Sponsorship**

1. Written report of no less than one A4 page to be published on the HKCOS website within 30 days from the last date of the applied activity.
2. Original receipts within 30 days from the last date of the applied activity.
3. Copy of certificate of attendance.
4. Payment will be forfeited if rules are not adhered to.

*April 2017*

*Revised August 2017, endorsed by Council 18 September 2017*