



The Hong Kong College of Orthopaedic Surgeons
香港骨科醫學院



By email

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15 September 2016

To: Fellows and Trainees
Orthopaedic Rehabilitation Subspecialty

Dear All,

**Orthopaedic Rehabilitation Subspecialty Board
Travelling Scholarship for Rehabilitation Fellows and Trainees**

To encourage further education in the field of Orthopaedic Rehabilitation, I am pleased to announce that a travelling scholarship for Rehabilitation Fellows and Trainees provided by Orthopaedic Rehabilitation Subspecialty Board of The Hong Kong College of Orthopaedic Surgeons (the "HKCOS") is now open for application. You are welcome to apply for the first round of travelling scholarship for proposed events that will take place between 1 January 2017 and 31 December 2017. The closing deadline is **15 October 2016**.

Please note that the regulations and application guidelines is available at the website of the HKCOS (<http://www.hkcoss.org.hk/Rehabilitation-Scholarship.asp>).

Enquiries on details of scholarship and application form can be directed to the College Secretariat.

The completed application form should be submitted to the Secretariat Office to the attention of the Chairman of Orthopaedic Rehabilitation Subspecialty Board. The successful applicants will be notified by December 2016.

Yours sincerely,

Dr. MOK Wing-yuk
Chairman of Orthopaedic Rehabilitation Subspecialty Board

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THE HONG KONG COLLEGE OF ORTHOPAEDIC SURGEONS
ORTHOPAEDIC REHABILITATION SUBSPECIALTY BOARD
Travelling Scholarship for Rehabilitation Fellows and Trainees
Regulations and Application Guidelines

Principles

1. Scholarship is to encourage further education in the field of Orthopaedic Rehabilitation.
2. Scholarship is to facilitate the application for full-pay study leave.
3. The individual should contribute towards his/her own further education: the scholarship should not provide 100% cover of expenses.
4. The scholarship should be the sole source of financial subsidy for the applied activity.

Standard Amount of Travelling Scholarship

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

One selection round per year. Standard closing date is mid-October: for events taking place from 1st January to 31st December the year after, unless otherwise stated. In each round, a total amount of HK\$30,000 will be available in each round for both Rehabilitation Fellows and Trainees to apply. Normally, HK\$15,000 is for Rehabilitation Fellows and the other HK\$15,000 is for Rehabilitation Trainees; however, the Board reserves the right to adjust this allocation.

Announcement

To be advertised in the HKCOS web site or by e-mail to Rehabilitation Fellows and Trainees at least one month prior to the closing date.

Application

Applicants must be a Fellow or Trainee of the Rehabilitation Subspecialty of the HKCOS on the day the applications close. Withdrawn Fellows or Trainees are not eligible for the application.

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 Board to complete the selection process and to notify successful applicants.

Selection Criteria and Rules

The Board 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.

Points System

1. One point for each completed year of service in Orthopaedics – up to maximum of 12 points (Internship/Externship NOT counted).
2. Two extra points if applying for the listed education activities recommended by the Board (see Appendix).
3. Two extra points if applying for Standard Scholarship 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:

12 – 24 months: 6 points

25 – 36 months: 3 point

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 scholarship but who 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.

Payment will only be made if the Board receives an acceptable report accompanied by a copy of the Certificate of Attendance, and the original documents to support the receipted claims, within 30 days from the last day of the meeting. The applicant will also be required to have a short presentation of the event in the one of the Saturday Inter-hospital meeting held by the Orthopaedic Rehabilitation Subspecialty Board. Payment will be forfeited if these rules are not strictly adhered to.

Appendix

List of Activities of Orthopaedic Rehabilitation Travelling Scholarships

Name of Activity	Organizer	Rehab CME
Annual American Academy of Orthopaedic Surgeons Workers' Compensation and Musculoskeletal injuries	AAOS	8
Annual Educational Conference & Expo Academy of Spinal Cord Injuries Professionals	ASCIP	8
American Spinal Injury Association Annual Meeting	ASIA	8
Fragility Fracture Network Global Congress	FFN	8
The International Osteoporosis Foundation (IOF) Regionals Asia-Pacific Osteoporosis Meeting	IOF	8
World Congress of the International Society of Physical & Rehabilitation Medicine	ISPRM	8



THE HONG KONG COLLEGE OF ORTHOPAEDIC SURGEONS
Orthopaedic Rehabilitation Subspecialty Board
Travelling Scholarship for Rehabilitation Fellows and Trainees

APPLICATION FORM

Personal Particulars

Name: _____ (English) _____ (Chinese)

Correspondence Address: _____

Telephone Number: _____ Mobile Number: _____

Email Address: _____

Category (please tick): ☐ Subspecialty Fellow ☐ Subspecialty Trainee

Proposed Event

Name of Event: _____

(Please enclose a preliminary programme)

Location (City, Country): _____

Starting Date: _____ Ending Date: _____

Declaration

- ☐ I confirm that I will present paper at the proposed Saturday Inter-hospital Meeting held by the Orthopaedic Rehabilitation Subspecialty Board.
- ☐ I have not received any sponsorship from the HKCOS in the 36 months immediately prior to the closing date of application.
- ☐ I received sponsorship from the HKCOS within *12 – 24 months or 25 – 36 months (*Please circle) prior to the closing date of application.
- ☐ By the closing date of application, I have served in Orthopaedics for _____ (integral number) completed years (Internship/Externship NOT counted), as detailed in my enclosed CV.

I understand that any dishonesty of false representation, both on this application form and in the information contained in my CV, will lead to disqualification.

Signature of Applicant: _____ Date: _____

Return Address:

Secretariat Office, The Hong Kong College of Orthopaedic Surgeons, Room 905, 9/F, Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong
☎ (852) 2871 8722