

# HONG KONG ORTHOPAEDIC ASSOCIATION

## Traveling Scholarship for Fellows and Members

### Regulations and application guidelines (revision on Jan 2007)

#### Principles

1. Scholarship is to encourage further education & research.
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. Indeed, no one would be in such financial difficulty that they are hampered by the non-provision of 100% cover.
4. The scholarship should be the sole source of financial subsidy for the applied activity.

#### Categories of Traveling Scholarship

##### 1. HKOA Traveling Scholarship:

Standard amount:

- Macau, Guangdong: NOT eligible
- Other Asian cities: receipted claims up to HK\$5,000.00
- All other locations (including Australia and New Zealand): receipted claims up to HK\$10,000.00

##### 2. Specific Scholarship:

This type of scholarship is donated by commercial firms or professional bodies and is subject to availability. Special terms may be applied to this scholarship.

#### Administration and Rules

2 selection rounds per year. Standard closing dates:

- a) mid-April: for events taking place from 1<sup>st</sup> July to 31<sup>st</sup> December
- b) mid-October: for events taking place from 1<sup>st</sup> January to 30<sup>th</sup> June

In each round, a total amount of HK\$30,000 will be available for HKOA traveling scholarship. The number of specific scholarships will be depended on the donation received.

#### Announcement:

To be advertised in the HKOA web site or by letter to fully paid-up members and fellows at least one month prior to the closing dates. For specific scholarship the monetary worth of the scholarship from each donor will be stated:

E.g. Scholarship totaling HK\$10,000.00 donated by ABC Company.

The closing dates for specific scholarships will be the same as standard HKOA traveling scholarships unless otherwise stated..

#### Application:

Applicants must be fully paid-up members or fellows of the Association on the day the applications close. Members or fellows who have received sponsorship (excluding that being an Ambassador of the HKOA) from the HKOA within the immediate 12 months prior of the starting date of the proposed event will NOT be eligible.

#### Applicants must submit:-

1. A completed standard application form.
2. Preliminary programme 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 Council to complete the selection process and to notify successful applicants.

#### Selection Criteria and Rules

The Council 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:

- One point for each completed year of service in orthopaedics – up to maximum of 12 points. (Internship/externship NOT counted.)
- Two extra points if applying for Standard Scholarship at the Asian rate of HK\$5,000.00

#### Deduction:

*Points are to be deducted if HKOA sponsorship have been awarded\**

*within the following period prior to the closing date of application:*

*12 – 24 months: 6 points*

*25 – 36 months: 3 point*

\* 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.

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

- Applicants for Specific Scholarships will first compete among themselves. They should also indicate on their application forms whether they would like to be considered for the Standard Scholarships should they fail to be awarded their desired Specific Scholarships.

- After the allocation of Specific Scholarship, Standard Scholarships will be awarded to each of the top scorers until the remaining amount is no longer sufficient to support the next applicant in line.

#### 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 Honorary Secretary 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. Payment will be forfeited if these rules are not strictly adhered to.