
Admission to Fellowship of the College

- Admission to Fellowship of the College **is not instant or automatic**.
- Admission to Fellowship requires a thorough sign-off process to support the application and to ensure that all requirements have been met.
- The minimum timeframe for an application to be approved, once received by the College, **is 16 working days (i.e. approximately 3 weeks)**.
- The applicant must request Admission to Fellowship by submitting a completed Application Form to the College. To access the application form, [click here](#).

Eligibility to Apply for Admission to Fellowship

To be eligible for admission to Fellowship applicants must have successfully completed the following requirements:

Requirements	Relevant College Article of Association
<ul style="list-style-type: none">• the College Fellowship Examination in the relevant specialty; and• all other components of a College Surgical Education and Training program.	Article 19 (for Surgical Trainees)
OR	
<ul style="list-style-type: none">• the College Fellowship Examination in the relevant specialty; and• any/all other components of a designated period supervision and/or oversight in accordance with the College policies on the Specialist Assessment of International Medical Graduates.	Article 19 (for IMGs)
OR	
<ul style="list-style-type: none">• all components of a designated period of clinical assessment under supervision and/or oversight in accordance with the College policies on the Specialist Assessment of International Medical Graduates.	Article 21 (for IMGs)

Expedited Approval Pathway (Article 19 Surgical Trainees only)

Applicants who are undertaking a Surgical Education and Training program and who satisfy the following requirements may be eligible for the expedited application pathway. Applicants must:

- a) be in their final term of the Surgical Education and Training program; and
- b) have successfully completed all other components of the Surgical Education and Training program including the Fellowship Examination; and
- c) have received satisfactory In Training Assessment reports for all terms undertaken in the eighteen months prior to the scheduled completion date; and
- d) submit a satisfactory mid-term In Training Assessment report for the current term.

Applicants who are eligible for expedited approval may have Fellowship granted from their scheduled completion date, subject to completion of their final term and receipt of the subscription and associated Fellowship documentation. Failure to complete the final term of the Surgical Education and Training program will result in the automatic withdrawal of approval for Fellowship.

Approval Process

1. Completed Application Form is received by the College. Forms must be emailed to:

Executive Officer to the Board of Surgical Education and Training (BSET)
Royal Australasian College of Surgeons

College of Surgeons Gardens
Spring Street
MELBOURNE VIC 3000

Email: set.board@surgeons.org
Phone: + 61 3 9249 1296

2. The Specialty Board Executive Officer (for specialties administered by the College), or the Specialist Society Executive Officer (for specialties administered by the Specialist Society) will review the application and advise the BSET Executive Officer as to whether all requirements have been met.
3. The Specialty Board Chair signs off the application on the advice of the Specialty Board or Specialist Society Executive Officer.
4. The Executive of the Board of Surgical Education and Training approves the application via email.
5. The Censor in Chief approves the application via email.
6. The Director, Education Training and Assessment signs out the Trainee or IMG file, and forwards to the College Fellowship Services department.
7. Fellowship Services send an Admission Kit to the applicant, including an invoice for Fellowship Entrance and Subscription fees.
8. The applicant pays the Fellowship Entrance and Subscription fees. Fees may be paid over the telephone using a credit card. [Click here for further information about fees.](#)
9. When the fellowship Entrance and Subscription fees have been paid, Fellowship Services advises the applicant that admission has been approved.
10. Fellowship Services advises the Health Insurance Commission (for Australian applicants) or the Medical Council of New Zealand (for New Zealand applicants) of the award of the Fellowship.

Approval Timetable

Applications are processed on a monthly cycle (with the exception of January). The closing date for consideration of an application in a given monthly cycle is **the first working day of that month**. Applications received after the closing date will be held over to the following month.

Published Timetable

Applications to be received by Executive Officer, BSET	1 st working day of the month
Approval received from Specialty Board Chair	8 th working day of the month
Approval received from BSET Executive	14 th working day of the month
Approval received from Censor in Chief	17 th working day of the month
Admission Kits forwarded to applicants	19 th working day of the month

After Approval

The Fellowship Diploma is dispatched at a later date, usually within four weeks after admission to Fellowship.

All new Fellows are invited to attend the College Convocation Ceremony, held in conjunction with the Annual Scientific Congress. Fellows invited to convocate must comply with the instructions provided by the College.

Further Information

For queries regarding the Admission to Fellowship approval process please contact:

Fiona Bull – Executive Officer to the Board of Surgical Education and Training
Phone: +61 3 9249 1296
Email: set.board@surgeons.org

For queries regarding admission kits, specialist medical registration notification or Fellowship Entrance and Subscription fees please contact:

Fabricio Silveira – Fellowship Services Membership Officer
Phone: +61 3 9276 7438
Email: fellowship.admission@surgeons.org

For information regarding specialist registration in Australia please visit the HIC website at www.medicareaustralia.gov.au. For information regarding vocational registration in New Zealand please visit the Medical Council of New Zealand website at www.mcnz.org.nz

Please also refer to the following College Policies:

[Admission to Fellowship by Examination - Article 19](#)

[Authority to Approve Admission to Fellowship Pursuant to Article 21](#)