1. PURPOSE AND SCOPE

This policy outlines the basis upon which the Royal Australasian College of Surgeons (RACS) Fellowship Examiners Scholarship (Scholarship) is awarded to Fellows who are current serving members of the Court Examiners.

2. KEYWORDS

Fellowship, Court of Examiners, Examination, Fellowship Examination, Scholarship, criteria, eligibility, Application, Application Form

3. BODY OF POLICY

3.1. Background

Representing the RACS, the Full Court of Examiners (the Full Court) and their Specialty Court of Examiners (Specialty Court), the Scholarship provides the successful candidate (Scholarship Recipient) with financial support to visit an approved international surgical college. The Scholarship Recipient will have the opportunity to observe other examination processes, meet with Senior/Chief Examiners and investigate and compare international Fellowship Examinations or any other activity that supports the development of the RACS Fellowship Examination processes.

The Scholarship relies on the existing collegiate relationships between the RACS and other international surgical colleges, and the Scholarship Recipient is expected to foster these relationships during their visit.

Upon return, the Scholarship Recipient will report to the RACS, and present to their Specialty Court and the Full Court on their experience and observations.

3.2. Eligibility Criteria

3.2.1. The applicant must be CPD compliant and a current member of the Full Court at the time of application and at the time of the visit.

3.2.2. The Chair and Deputy Chairs of the Court are eligible to apply.

3.3. Application

3.3.1. Applications that do not meet the eligibility criteria will not be considered.

3.3.2. The Full Court will release the opening and closing dates for the Scholarship in February of each year.

3.3.3. Applications are to be submitted using the approved form by the closing date.

3.3.4. The application must include the following:

   a. Relevant Specialty
   
   b. Details of the international surgical college, the exam/s the subject of the visit, and the location, date and time of the exam/s
   
   c. Proposed itinerary including travel dates
   
   d. A proposed budget for the trip
   
   e. A detailed explanation of the applicant's proposed research area of study
f. A detailed explanation of the applicant’s proposed research methodology

g. An explanation of how the Applicant’s research area will benefit the RACS Fellowship Examination process

h. An overview of how the Applicant will further collegiate relations with the international surgical college

i. Any additional information requested by the RACS.

3.3.5. An application must be accompanied by the written recommendation of the Fellow’s Specialty Court.

3.4. Selection Criteria

Applications will be ranked and assessed on merit taking consideration of the following factors:

3.4.1. The clarity of the proposed research purpose,

3.4.2. The detail in the proposed itinerary

3.4.3. The merit of the proposed research methodology

3.4.4. The potential advantages for the RACS Fellowship Examination processes and content with the applicant having ongoing participation with the Court

3.4.5. The opportunities for professional development of the Applicant

3.4.6. The opportunity for furthering collegiate relationships with the proposed international surgical college.

3.4.7. If the applicant has sufficient time left on the Court to allow for the dissemination of ideas and enhance methods and process.

3.5. Frequency of Scholarship

3.5.1. The scholarship is awarded annually.

3.5.2. Subject to 3.6 below, the Scholarship may be awarded to a maximum of two Scholarship Recipients per annum.

3.6. Funding of Scholarship

3.6.1. The scholarship is funded through the Education Scholarship Corpus to a maximum of AUD $20,000 per annum.

3.6.2. The distribution of the available funds is determined by the Scholarship Selection Committee subject to the merits of the application/s received and in consideration of providing equal opportunity for each Speciality Court.

3.6.3. The Scholarship funding awarded to a Scholarship Recipient will be determined by the Scholarship Selection Committee however the maximum amount awarded to an applicant will be Ten Thousand Dollars (AUD $10,000).

3.7. Insurance and Financial Arrangements

3.7.1. Scholarship Recipients must arrange for all insurances relating to the Scholarship including, but not limited to travel insurance.
3.7.2. Scholarship Recipients are responsible for obtaining their own financial advice regarding the Scholarship including, but not limited to, taxation advice.

3.7.3. The Scholarship Funding will be paid to a Scholarship Recipient in the sum awarded and upon receipt by the RACS of a validly issued tax invoice.

3.7.4. The Scholarship Funding will not attract GST.

3.8. Reporting

Within two months of their return to Australia or New Zealand the Scholarship Recipient must:

3.8.1. Submit a written report to the Scholarship Selection Committee outlining their experience, research, observations and any recommendations. The Report must address manners in which the Scholarship Recipient fostered collegiate relations with the visiting college. Submit a brief article on their experience for Surgical News.

3.8.2. Present their findings to their Specialty Court and the Full Court.

3.9. Assessment of Applications and Conduct of Scholarship Selection Committee

3.9.1. The Scholarship Selection Committee (Committee) is required to assess applications against the selection criteria.

3.9.2. Committee members must all be current members of the Full Court.

3.9.3. All Committee members are required to declare conflict of interest prior to formal commencement of a meeting. A Committee member will be replaced in the event of a conflict of interest. A Committee member cannot consider their own application.

3.9.4. All applications by a member of the Executive of the Court of Examiners will be assessed by the Education Board.

3.9.5. The Committee will be comprised of:

   a. Chair of the Court of Examiners
   b. A Deputy Chair of the Court of Examiners
   c. A Senior Examiner not from specialties submitting an application

3.9.6. In attendance (minimum of two):

   a. Manager, Examinations
   b. Executive General Manager, Education or delegate
   c. Dean of Education

3.10. Obligations of Scholarship Recipient

While overseas, a Scholarship recipient will be a representative of the RACS. Scholarship Recipients must ensure that at all times their conduct reflects this important representative role.

A Scholarship Recipient has the following obligations:

3.10.1. To the international surgical college

   a. to follow all instructions (written, verbal or both) from the international surgical college while in attendance at their examinations; and
to comply with all examination guidelines, procedures and instructions set and otherwise directed by the international surgical college.

3.10.2. To the RACS

a. to comply at all times with the RACS Code of Conduct, this Policy and any other applicable RACS Policies;

b. to comply with all instructions and directions (written, verbal or both) from the RACS relating to the visit or the Scholarship;

c. to use their best endeavours to further the collegiate relationship between the RACS and the international surgical college;

d. to carry out their research in the topic, and in the manner, outlined in their application;

e. to only use the research methodologies outlined in their application;

f. to immediately notify the RACS of the occurrence of any situation (either before, during or after the visit) that impacts on the Scholarship and/or the collegiate relationships between the RACS and the visiting college; and/or

g. to otherwise act in a manner that will not negatively impact on the collegiate relationship between the RACS and the international surgical college.

3.11. Breach of Obligation and Acknowledgement

3.11.1. If a Scholarship Recipient breaches, or in the view their actions have the potential to breach, any of the obligations contained in this Policy, they must notify the RACS through the Examinations Department as soon as practicable.

3.11.2. Scholarship Recipients who breach any of the obligations in this Policy or other requirements of this Policy, may be subject to sanctions including, but not limited to:

a. The termination of their Scholarship;

b. The termination of their Scholarship and return of any Scholarship Funds;

c. Sanctions under the Sanctions Policy (as amended from time to time)

d. Or such as other sanctions as determined by the RACS.

3.11.3. By accepting the Fellowship Examiners Scholarship, Scholarship Recipients acknowledge their obligations contained in this Policy, including those contained in clause 3.10.

4. ASSOCIATED DOCUMENTS.

Form:

Fellowship Examiners Scholarship Application

Approver: Education Board

Authoriser: Council

Authorised By: Director, Education Development & Assessment

Document Owner: Manager, Examinations

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