

Division:	Research, Audit and Academic Surgery	Ref. No.	REA-RES-033
Department:	Research and Scholarships		
Title:	Hugh Johnston ANZ Chapter American College of Surgeons Travelling Fellowship		

1. PURPOSE AND SCOPE

This policy governs the awarding of the Hugh Johnston ANZ Chapter American College of Surgeons Travelling Fellowship. It covers the application and selection criteria as well as the duration, value, frequency and conditions of the fellowship.

2. KEYWORDS

Surgeons, Travelling, Fellowship, Hugh, Johnston, Australia, New Zealand, American, College of Surgeons

3. BODY OF POLICY

3.1. Background

The Hugh Johnston ANZ Chapter American College of Surgeons (ACS) Travelling Fellowship was established to encourage international exchange of information concerning surgical science, practice, and education. It also aims to establish professional and academic collaborations and friendships.

3.2. Eligibility Criteria

Applications for the fellowship are open to Australian and New Zealand Fellows who have gained their Fellowship in the past ten years. Applicants are expected to have a major interest and accomplishment in basic or clinical sciences related to surgery and would preferably hold an academic appointment in Australia or New Zealand.

- Successful applicants are required to spend a minimum of three weeks in the United States of America in the year after the scholarship is awarded. While there they must attend and participate in the American College of Surgeons Annual Clinical Congress which occurs in October.
- To participate in the formal convocation ceremony of that congress
- To visit at least two medical centres in North America before or after the Annual Clinical Congress to lecture and to share clinical and scientific expertise with the local surgeons.

Applicants must not have commenced their travels prior to the closing date for applications.

The applicant must be a permanent resident or citizen of Australia or New Zealand

3.3. Selection Criteria

Selection will be made based upon the abilities and experience of the candidate, the merit of the proposed travel plan and the potential benefits from the travel to the individual, the ANZ Chapter of the ACS and the RACS. This will be evaluated from the candidate's application which will include their travel plan based on the eligibility criteria, their CV and supporting references.

The Selection Committee will be a panel of four, and is to be made up as follows: Deputy Chair Board of Surgical Research (BSR), one other member BSR, ANZ Chapter President, ANZ Chapter Executive Member.

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3.4. Travelling Fellowship Requirements

The academic and geographic aspects of the travel itinerary will be finalised in consultation with and mutual agreement between the Fellow and the President of the ANZ Chapter of the ACS prior to the commencement of travel.

3.5. Value of the Travel Fellowship

Prospective applicants should refer to the RACS website www.surgeons.org for information on the current value of the fellowship.

3.6. Duration of the Travel Fellowship

The fellowship is offered for short term travel of a minimum of three weeks.

3.7. Frequency of the Travel Fellowship

The fellowship is to be awarded annually, subject to income being sufficient and providing there is a worthy applicant.

3.8. Conditions of the Travel Fellowship

3.8.1. Travel Program

The following conditions are based on information supplied at the point of application on which Fellows' applications were assessed and approved. Any changes from those originally approved by the RACS will require the prior consent from RACS and the ANZ Chapter of the ACS. To obtain this consent, Fellows are required to forward an amended travel plan to the President of the ANZ Chapter of the ACS and RACS for approval.

- a) Fellows must undertake the travel program as approved by the President of the ANZ Chapter of the ACS and RACS for the award.

3.8.2. Financial Arrangements

- a) The recipient must refer to his/her financial or taxation advisor to ascertain the taxability of the stipend. General information about whether fellowships are exempt from income tax is available on the College website. Please go to www.surgeons.org/scholarships/ and then proceed to the FAQ section.
- b) Payment of the award will be made in one instalment.
- c) Award funds will only be paid on receipt of a valid tax invoice.

3.8.3. Additional Scholarships/Fellowships/Awards

Scholars may not hold two RACS awards simultaneously.

3.8.4. Reporting

- a) The payment of the award is conditional upon receipt by the ANZ Chapter of the ACS and the RACS of a written report, in the requested format, on the meeting attended and institutions visited. This report must be received within one month of completing the travel. This report must comment on the ACS Clinical Congress and include such information as sessions attended and benefits gained. If this report is not received, the recipient will be ineligible

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for any further financial assistance from the RACS and may be required to reimburse the ANZ Chapter of the ACS and the RACS for the award paid.

- b) The fellowship recipient must also attend and present a brief verbal report at the next Annual General Meeting of ANZ Chapter of the ACS which occurs at the Annual Scientific Congress of the RACS.
- c) Scholars must prepare and publish an article in Surgical News on the completion of their award.

3.8.5. Timing of the Travel Fellowship

The travel would occur during the month of October in the year after the fellowship is awarded as the Annual Clinical Congress of the ACS occurs during that month.

3.8.6. Reapplication for the Fellowship

Applicants can only receive the Hugh Johnston ANZ Chapter American College of Surgeons Travelling Fellowship once. Applicants can reapply in subsequent years, while eligible, until they are successful.

3.8.7. Acknowledgements

The fellowship is to be acknowledged in any relevant correspondence, public announcement, advertising, publication or other material relating to the award.

3.8.8. Privacy

The ANZ Chapter of the ACS and the RACS take reasonable steps to protect the information it holds from misuse or loss and from unauthorized access, modification or disclosure. The recipient has the right to access his or her personal information and to have it corrected if inaccurate, incomplete, or out of date.

3.8.9. Termination of a Fellowship

The RACS and the ANZ Chapter of the ACS may, at their discretion, for what is considered grave cause, suspend the tenure of an award for such time as is thought fit, or deprive a Fellow of his/her Award. From the date of either of these decisions, the entitlement to stipend and other allowances shall cease.

3.8.10. Acceptance of Offer

Fellows must sign the Acceptance Form as acknowledgement of the above conditions and approved travel and return it to the RACS and the ANZ Chapter of the ACS prior to commencement of the award

3.9. Access

This policy may be accessed by the general public, College and staff.

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3.10. Communication

Fellowship recipients will be notified of the policy or any changes to the policy that impact them by email. Other stakeholders are encouraged to check the College website on a regular basis to keep up to date with policy changes.

3.11. Administering Committee

The Board of Surgical Research in association with the ANZ Chapter of the ACS administers the fellowship.

4. ASSOCIATED DOCUMENTS

Approver CEO
Authoriser Council