

THE HONG KONG COLLEGE OF ORTHOPAEDIC SURGEONS

YOUNG FELLOWS COMMITTEE

Travelling Sponsorship for Young Fellows Regulations and Application Guidelines

Principles

1. Sponsorship is to encourage further education after the Fellowship Examination in Orthopaedic Surgery.
2. Sponsorship is to facilitate the applicant for full-pay study leave.
3. The individual should contribute towards his/her own further education: the sponsorship should not provide 100% cover of expenses.
4. The sponsorship should be the sole source of financial subsidy for the applied activity.

Standard Amount of Travelling Sponsorship

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

Two selection rounds per year. Standard closing dates are end of December (for events taking place from 1st April to 30th September the year after) and end of June (for events taking place from 1st October to 31st March the year after), unless otherwise stated. In each round, a total amount of HK\$15,000 will be available for Young Fellows to apply; however, the Committee reserves the right to adjust this allocation.

Announcement

To be advertised in the HKCOS website or by e-mail to Young Fellows at least one month prior to the closing date.

Application

Applicants must be Young Fellows of the HKCOS on the day the applications close.

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

Selection Criteria and Rules

The Committee 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.

Exclusion

1. Committee Members of Young Fellows Committee
2. Fellow who has been awarded or will award any sponsorships from any organisation for the proposed event.
3. Clinical attachment alone

Points System

1. Four extra points for active participation, and three extra points for poster presentation
2. Additional 1-2 points awarded if event is relevant to current subspecialty of post-fellowship training.
3. Two points if applying for Standard Sponsorship at the Asian rate of HK\$7,500.
4. Two points for any fellow who has NOT been awarded any sponsorships from any organisation within the past 12 months prior to the closing date of the application

Deduction

Points are to be deducted if any HKCOS sponsorships have been awarded* within the following period prior to the closing date of application:

13-24 months: 3 points

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 sponsorship but 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 and receipts (amount in HK\$): air ticket, tour agent receipt and hotel receipt on the following expenses:

1. Economy return air ticket and airport tax (between meeting venue and Hong Kong).
2. Hotel (room charge and tax only).
3. Conference/meeting registration fees

Conditions of Acceptance of Travelling Sponsorship

1. Written report to be published on the HKCOS website within 30 days from the last date of the applied activity.
2. Original receipts within 30 days from the last date of the applied activity.
3. Copy of certificate of attendance.
4. Payment will be forfeited if rules are not adhered to.

April 2017

Revised in June 2019, endorsed by Council on 24 June 2019