1. PURPOSE AND SCOPE
   This policy outlines the terms of reference for the Royal Australasian College of Surgeons’ (RACS) Scholarships Evaluation and Monitoring Committee.

2. KEYWORDS
   Evaluation, Monitoring, Outcomes, Assessment, Research, Travel, Grant, Fellowship, Scholarship.

3. BODY OF POLICY
   3.1. Objectives
   The Scholarships Evaluation and Monitoring (E&M) Committee is responsible for monitoring the effectiveness of the Research and Travel Scholarship Program (managed by the Research Audit and Academic Surgery (RAAS) Division), evaluating the outcomes of the Programs.

   3.2. Duties and responsibilities
   The Committee monitors all associated activities relating to the selection, placement and evaluation of scholars, including policy development, review and assessment of the outcomes of the activities.

   The responsibilities of the Scholarships E&M Committee are:
   - To provide guidance on the strategic direction of the Scholarships Program
   - To evaluate the effectiveness of the Scholarship Program in delivering predetermined goals
   - To report its findings to the RACS Research and Academic Surgery (RAS) Committee.
   - To evaluate the experience of scholars during their scholarship-funded period.

   Where necessary, the Scholarships E&M Committee will recommend improvements in planning, administration and implementation of Scholarship placements.

   - The Chair is responsible for maintaining an overview of all activities.

   3.3. Composition and Voting Rights
   Committee membership with full voting rights comprises:
   - The Chair, appointed by the Chair of the PDSB
   - A minimum of one Fellow of the RACS appointed by the RAS Committee
   - A non-Fellow

   The Scholarships E&M Committee is an independent review committee. As such, no current member of the ANZ Scholarship and Grant Committee or any other scholarship selection committee may participate as a member of this Committee.

   The Committee shall have the power to co-opt specific individuals from time to time for their specific expertise or experience for definite periods of time to serve on the committee.
Attendees to the meeting; Surgical Director of Research and Evaluation, RAAS Director and Manager of Academic Surgery. They do not have voting rights.

3.4. Tenure and Method of Appointment

All members of the Committee should be appointed for a three year term, with a maximum of three terms.

The Chair shall be appointed by the Chair of the PDSB for a three year term with a maximum of three terms.

3.5. Meetings

The Committee meets at least once per year as required prior to meetings of the PDSB.

3.6. Reporting Structure

The Committee is accountable to the PDSB through the RAS Committee for fulfilment of the duties and responsibilities outlined in these terms of reference and for the fulfilment of any other matters delegated by PDSB and Council.

The Committee also reports its activities to the Board of the Foundation for Surgery for noting.

The Committee’s proceedings shall be recorded in minutes and reported to the RAS Committee as Council determines.

4. ASSOCIATED DOCUMENTS

ANZ Scholarship and Grants Committee Terms of Reference
Research and Travel Scholarship Policies
RAS Committee Terms of Reference

5. COMMUNICATION

The policy is available on the College’s Website for access by Fellows, Trainees, Scholars and staff.

Any proposed changes in policy will be determined by direct consultation between the Scholarships E&M Committee RAS Committee and Professional Development and Standards Board.

Approver  CEO
Authoriser  PDSB