1. PURPOSE AND SCOPE

This policy governs the awarding of the Margorie Hooper Travel Scholarship. It covers the application and selection criteria as well as the duration, value, frequency and conditions of the Scholarship.

2. KEYWORDS

Scholarship, Margorie, Hooper

3. BODY OF POLICY

3.1. Background

The Margorie Hooper Travel Scholarship was made possible by a bequest from the late Margorie Hooper of South Australia. The scholarship is designed to enable the recipient, who must be a resident of South Australia, to undertake postgraduate studies outside South Australia, either elsewhere in Australia or overseas, for the benefit of the surgical community of South Australia.

3.2. Eligibility Criteria

Applications for the scholarship are open to Fellows and SET Trainees who permanently reside in South Australia and/or for the purpose of postgraduate study reside temporarily outside the state of South Australia or overseas. Preference will be given to those surgeons travelling overseas to learn a new surgical skill for the benefit of the surgical community of South Australia.

All scholarships, fellowships and grants are conditional upon the applicant being a permanent resident or citizen of Australia or New Zealand, or an international medical graduate accepted into the College as a Trainee.

3.3. Selection Criteria

Scholarship applicants will be ranked by a sub-committee of the South Australian Regional Committee based upon information provided in the application, supporting references and accompanying Curriculum Vitae. The final determination will be based on the collated totals of the rankings provided by the Committee Members.

3.4. Value of the Scholarship

Prospective applicants should refer to the College website at www.surgeons.org for information on the current value of the Scholarship.

3.5. Duration of the Scholarship

The scholarship is of twelve months duration.

3.6. Frequency of the Scholarship

More than one scholarship may be awarded annually, subject to the bequest income being sufficient and providing there are worthy applicants.

3.7. Conditions of the Scholarship

The following conditions are based on information supplied at the point of application on which scholars’ applications were assessed and approved. Any changes from those originally approved by the College will require the College’s prior consent. To obtain this consent, scholars are required to complete an amendment form available from the College.
The travel program as approved must have commenced before the end of the scholarship program year for which the award was offered.

3.7.1. Financial Arrangements

a) The scholar must refer to his/her financial or taxation advisor to ascertain the taxability of the stipend. General information about whether scholarships/fellowships are exempt from income tax is available on the College website. Please go to www.surgeons.org/scholarships/ and proceed to the FAQ section.

b) Payment of the award will be made in one instalment, prior to 1 March in the given year.

c) Award funds will only be paid on receipt of a valid tax invoice. Payment is conditional on requirements outlined in points 3.7.3, 3.7.5, and 3.7.12 being satisfied.

3.7.2. Additional Scholarships/Fellowships/Awards

Scholars may not hold two College awards simultaneously.

3.7.3. Reporting

a) The payment of the award is conditional upon the recipient providing one report in the requested format to the College on research undertaken. This report, of publishable quality, will be requested during December for submission by a specified date in January. If the above mentioned report is not received the recipient will be ineligible for any further financial assistance from the College and may be required, at the discretion of the College, to refund the award.

b) Scholars should submit the results of their research, whenever possible, in the ANZ Journal of Surgery. As a minimum, scholars are required to at least present a review article to the Journal.

c) Scholars must prepare and publish an article in Surgical News on the completion of their award.

3.7.4. Obligations of the scholarship holder

The scholarship holder is expected to make a presentation at the South Australian Annual Scientific Meeting (SA ASM). This presentation should outline the results of their scholarship year and/or any research project that was funded by the Margorie Hooper Scholarship. This presentation should occur at the ASM in the year following the conclusion of the scholarship year.

3.7.5. Ethics Approval

The College must receive documentary evidence where applicable of ethical approval from the Ethics Committee of the Institution concerned to approve that the project conforms to the general principles set out in the NH&MRC “Statement on Human Experimentation” and/or the “Australian Code of Practice for the Care and Use of Animals for Scientific Purposes”.

3.7.6. Timing of Award

The commencement date for awards is 1 February each year.
3.7.7. Reapplication for the Scholarship
Awards are for 12 months duration. Scholars are eligible to re-apply in subsequent years through the normal application channels and observing the advertised application deadlines and formats in competition with all applications.

3.7.8. Acknowledgements
The scholarship is to be acknowledged in any relevant correspondence, public announcement, advertising, publication or other material relating to the award. The RACS coat of arms must be included in all presentations relating to the award, including those made at the ASC.

3.7.9. Publications and Patents
The College must be notified of any publications as soon as practicable after acceptance by the journal, or patents arising from the award together with the results of any research that is to be commercially developed.

3.7.10. Privacy
The college takes reasonable steps to protect the information it holds from misuse or loss and from unauthorized access, modification or disclosure. The scholar has the right to access his or her personal information and to have it corrected if inaccurate, incomplete or out of date.

3.7.11. Termination of the Scholarship
The College may, at its discretion, for what is considered grave cause, suspend the tenure of an award for such time as is thought fit, or deprive a scholar of his/her Award. From the date of either of these decisions, the entitlement to stipend and other allowances shall cease.

3.7.12. Acceptance of Offer
Scholars must sign the Acceptance Form as acknowledgement of the above conditions and approved research and return it to the College prior to commencement of the award.

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

3.9. Communication
Scholarship 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.

3.10. Administering Committee
The Fellowship is administered by the Board of Surgical Research.

4. ASSOCIATED DOCUMENTS
PRC: Research Scholarships - General
Scholarship Process map
FRM: College Research Scholarships, Fellowships and Grants Application
<table>
<thead>
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<th>Division:</th>
<th>Research, Audit and Academic Surgery</th>
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<td>Research and Scholarships</td>
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<tr>
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<td>Margorie Hooper Travel Scholarship</td>
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**Approver**
CEO

**Authoriser**
Council