1. PURPOSE AND SCOPE
This policy governs the awarding of the Fellowship in Surgical Education. It covers the application and selection criteria as well as the duration, value, frequency and conditions of the Fellowship.

2. KEYWORDS
Scholarship, Fellowship, Surgical Education, Masters, Queen’s University, Canada

3. BODY OF POLICY
3.1. Background
The Fellowship in Surgical Education was established by the College in conjunction with the Southeastern Ontario Academic Medical Organization, Queen’s University, Kingston, Ontario, Canada as a joint Fellowship to fund Fellows wishing to undertake a Masters in Surgical Education at the Faculty of Health Sciences, Queen's University, Canada.

3.2. Eligibility Criteria
Applications for the Fellowship are open to Fellows intending to enrol in a Masters of Surgical Education at the faculty of Health Sciences, Queen’s University in Canada.

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 Fellow.

3.3. Selection Criteria
The scholarship recipient will be chosen on the basis of his/her written application, Curriculum Vitae, supporting references and subsequent interview, if applicable.

Research scholarship applicants will be short-listed for interview based upon the candidate’s academic record, postgraduate training, research experience, and publication history. These criteria will be assessed from information provided in the application, supporting references and accompanying Curriculum Vitae.

Short-listed applicants will be interviewed by a panel comprised of the Chair of the Board of Surgical Research and two other Board members. Assessment will be based upon the candidate’s understanding of the research project as evidenced by their explanation of the project and ability to address questions from the panel. The candidate will also be assessed on their initiative in attempting to source other funding.

3.4. Value of the Fellowship
The value of the Fellowship is in Australian dollars. Prospective applicants should refer to the College website at www.surgeons.org for information on the current value of the scholarship.

3.5. Frequency of the Fellowship
The Fellowship is to be awarded every two years providing there is a worthy applicant and support from the Queen’s University.
3.6. Conditions of the Fellowship

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.

3.6.1. Educational Program

The scholar must undertake a Masters in Surgical Education at the Centre for Research in Education at the Queen’s University. The scholar will only pursue the educational activities involved in the Masters program.

3.6.2. 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](http://www.surgeons.org/scholarships/) and proceed to the FAQ section.

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

c) Award funds will only be paid on receipt of a valid tax invoice.

3.6.3. Additional Scholarships/Fellowships/Awards

a) A College scholar may hold additional awards simultaneously with the College award being adjusted to cover the shortfall between the College award and the additional award.

b) A scholar must notify the College immediately on receipt of an award other than the College award.

c) The scholar may not hold two College awards simultaneously.

d) In the event that an additional award is received, any overpayment of the eligible College award, given the adjustment, will be reimbursed by the scholar.

3.6.4. Reporting

a) The payment of the award is conditional upon the recipient providing six monthly reports in the requested format to the College on research undertaken. If the reports are 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. A copy of the reports will be sent to Professor Richard Reznick, at the Queen’s University.

b) Scholars should aim to publish 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 are required to present their research at the annual meeting of the Surgical Research Society of Australasia, at least...
once, during the scholarship period or within 12 months after the end of the scholarship period.

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

e) Scholars are required to complete two Scholarship Evaluation Surveys. The first will be requested upon completion of the award. The second will be requested five years after completion of the award.

Timing of Fellowship 3.6.5.
The commencement date of the award must be determined by the Queen’s University within 18 months of the award being made.

Renewal of Award 3.6.6.
The fellowship is for a period of two years, subject to satisfactory performance after 12 months.

Acknowledgements 3.6.7.
The Fellowship is to be acknowledged in any relevant correspondence, public announcement, advertising, publication or other material relating to the award.

Publications and Patents 3.6.8.
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.

Privacy 3.6.9.
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.

Termination of the Fellowship 3.6.10.
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.

Upon termination, monies already paid, and not duly expended, shall be refunded to the Foundation for Surgery.

Acceptance of Offer 3.6.11.
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.

3.7. Access

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

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

4. ASSOCIATED DOCUMENTS
No documents associated with this policy.