

HKIA Scholarship: the Regulations

- (A) **Objectives**: to encourage and assist members of the Institute to travel abroad to engage in training, study or research in the field of Allergy.
- (B) **Basic requirement**: the applicant must be an active member of the Institute for more than 1 year at the time of application.
- (C) **Types of scholarships**:
1. **Towards Medical (Ordinary) members**: for a period of 3 to 6 months training with a sum up to HK\$50,000.
 - *Qualifications: passed a recognized intermediate examination (e.g. MRCP, MRCP, MRCPath, etc.) and completed basic training;*
 - *Already engaged in or completed a local Higher Training Programme recognized by the Hong Kong Academy of Medicine and the respective Colleges of Hong Kong;*
 - *Whose work is currently or likely to be involving Allergy in the future;*
 2. **Towards Allied Health / Nursing (Associate) members**: for a period of 2 weeks to 6 months training with a sum up to HK\$50,000.
 - *A staff in a local medical institution with at least 3 years post-registration experience;*
 - *Whose work is currently or likely to be involving Allergy in the future;*

The scholarship would contribute towards the expenses of air passage, accommodation and training fee.

- (D) **Application procedures**:
1. The application form is to be submitted to the HKIA Secretariat.
 2. Attention to the timing of the intended training programme should be given to the time required for the procedures such as handling, selection and interviewing involved. There should be at least a 3-month interval before the deadline of application and intended training.
 3. Documents to be submitted with the application:
 - (a) *Certified photocopies of certificates +/- transcripts of post-secondary education and professional qualifications.*
 - (b) *Recommendation/Certification from Head of the respective Units (or relevant) for eligibility for overseas training and study leave, if available and applicable.*
 - (c) *Relevant correspondence confirming acceptance from a target training centre.*
 - (d) *A short essay on why the applicant wants to undergo the period of training; why he/she has selected the training centre; and how it will help his/her subsequent career.*
- (E) **Other scholarships**: The HKIA scholarship can be held concurrently with other scholarships provided that this does not contravene the regulations of those scholarships. However, the successful applicant should notify the Institute in the earliest convenience of such a fact. The Institute might reserve the right to reduce the awarded sum accordingly.

(F) **The Selection Board:**

1. The Institute would form a Selection Board, chaired by the President or his designate and with at least three other members.
2. The Board would be responsible for the shortlisting, evaluation and selection of the most suitable applicant.
3. An interview would be conducted if necessary.
4. Priority would be assessed with the following parameters:
 - (a) *Duration of HKIA membership: the longer the better.*
 - (b) *Having participated (passive / active) in the activities of HKIA would be preferred.*
 - (c) *The nature of the training programme:*
 - (i) *the relevance to Allergy and the value/worthiness of the programme.*
 - (ii) *the potential clinical or scientific value for Allergy in Hong Kong.*
 - (d) *Trainee or junior staff who had not yet undergone any overseas training.*
 - (e) *Whose work is currently or likely to be related to Allergy.*
 - (f) *Performance during interview (if required).*
 - (g) *Contents of the submitted short essay.*
5. The awarded sum would be based on the consideration of a number of factors, like the length of the training programme, together with the assessments in (4) above that would be decided by the Board.

(G) **Obligations of successful applicants:**

Upon completion of the training programme, the scholarship awardee is expected:

1. To submit a written report to the HKIA e-newsletter and for uploading on webpage within 3 months.
2. Active participation in HKIA, including but not restricted to the following:
 - (a) *Active member of a HKIA Subcommittee.*
 - (b) *Member of organizing committees or faculty in future HKIA workshops / lectures / Hong Kong Allergy Conventions.*

(H) **Reimbursement:** The awardee should keep records and receipts of all expenses covered by the scholarship. Copies of bank statement would be required if cost(s) were being incurred via credit cards or other means, in which change(s) of currency rates would apply. Such relevant documents should be forwarded to the Secretariat to complete the reimbursement process.

(I) **Deed of agreement:** the successful applicants would have to sign an agreement with the Institute which sets out the undertakings and acknowledgments upon acceptance of the scholarship.

3. Training / Employment (in chronological order):

<u>Post</u>	<u>Unit / Department of Institute</u>	<u>From</u> <u>(month/year)</u>	<u>To</u> <u>(month/year)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Publications:

5. List out the contributions and / or participations in the activities organized by the Hong Kong Institute of Allergy (at least in the past one year):

6. Give the name of the institute you have applied for admission to and attached a copy of the letter of acceptance:

7. Give particulars of any other scholarships / awards for which you have applied:

8. Indicate your future career plans after completion of the proposed training programme:

9. **References and Supporting Documents:**

- a) 2 Referees – one must be your supervisor / mentor

- b) Supporting documents

- c) Certification from Chief of Service, Department Manager or other relevant authorities that study leave will be granted for you to undertake the scholarship.

I confirm that I have read the regulations governing the scholarship carefully, and will sign the deed setting out acknowledgements and undertaking with HKIA in respect of the fellowship award.

Signature of Applicant: _____

Date: _____