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## INTERNATIONAL SCHOLARSHIP POLICY

### 1. PURPOSE AND BACKGROUND

The awarding of a scholarship can be expected to have benefits for the awardee, the country of origin of the awardee, and for ACEM fellows and trainees. The purpose of the scholarship is therefore to:

- Support doctors or other health professionals from developing countries, in the form of professional development, networking opportunities and professional recognition
- Promote and support emergency medicine in developing countries
- Promote the work of ACEM fellows and trainees in developing countries
- Enhance the status of Emergency Medicine (EM) development in Developing Countries within the college.

Up to six (6) International Scholarships may be made annually (on a financial year basis).

### 2. BODY OF POLICY

#### 2.1 Nature of Scholarship

The award consists of a scholarship, the amount of which has been fixed by the ACEM Foundation of up to \$8,000 per recipient, with a maximum of \$50,000 annually.

The scholarship shall be used to cover the return economy-class airfares, visa, accommodation, travel and living expenses while the recipient is in Australia or New Zealand. The expected length of stay for awardees is nine (9) days.

The scholarships are made annually, where this is appropriate. If no applicant meets the criteria in a particular year, then the scholarship(s) will not be made.

#### 2.2 Eligibility Criteria

- (a) To be eligible to submit a nomination for the scholarship, the nominator must be an ACEM Fellow or trainee who:
- (i) has developed linkages with the nominee through undertaking international emergency medicine development activities in the nominee's country
  - (ii) is willing to accept responsibility for arranging a suitable program for the nominee (in liaison with the International Emergency Medicine (IEM) Committee Administrator), and
  - (iii) must attend the ACEM College Ceremony and ASM and be willing to act as a personal host for the nominee.
  - (iv) is of good standing with the College.

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- (b) To be eligible for nomination for a scholarship, the nominee must be a doctor or other health professional from a developing country, as defined by the *ACEM COR446 Policy on Defining 'Developing Country'* who:
- (i) is an actual or potential leader in the development of emergency medicine in their country;
  - (ii) has secured a committed sponsor who will host them and arrange their program.
  - (iii) will make a presentation on the challenges and opportunities relating to the development of emergency medicine in their country at the ACEM ASM in the relevant year;
  - (iv) will give permission for ACEM to use their ASM presentation, and personal and professional information, including a photograph, for the purposes of publishing in the ASM program and other promotional material; and
  - (v) is able to apply for his/her visa to travel to Australia/New Zealand prior to 31 July in the year of the application.
- (c) ACEM fellows or trainees can nominate more than one person for a scholarship.

### **2.3 Selection Criteria**

- (a) The nominee will be scored according to the following criteria:
- (i) capacity to present at the Annual Scientific Meeting;
  - (ii) actual or potential leadership capacity in emergency medicine in their country;
  - (iii) engagement in an area of work that will benefit from the opportunities and learning experiences at the Annual Scientific Meeting;
  - (iv) explanation of the value of the scholarship for themselves, their environment and their country;
  - (v) be from a country with strong FACEM linkages and have well established relationships with FACEMs themselves; and
  - (vi) have a FACEM or trainee reference.
- (b) It is also preferable that:
- (i) there is scope for the FACEM sponsor (or other FACEMs) to support the development of emergency medicine in the nominee's country;
  - (ii) the nominee is from region which is a priority for ACEM;
  - (iii) the nominee has no previous record of attendance at any major emergency medicine conference(s).
  - (iv) the scholarships are awarded to nominees from a diverse group of countries, regions and cultures
  - (vi) The awarding of the scholarship to this particular individual will significantly contribute to the overall development of emergency medicine and may benefit broader strategic goals of ACEM / IEMC in a particular country or region

## 2.4 Nominations

Eligible persons interested in making a nomination for the scholarship should complete the appropriate nomination form and submit it, together with the documentation specified therein, to the ACEM Foundation within the advertised timeframe.

## 2.5 Selection Process

A panel of three (3) or more assessors convened by the International Emergency Medicine Committee shall adjudicate the nominations using the pre-defined scoring criteria (reviewed from time-to-time by the International Emergency Medicine Committee). Social and cultural factors which may impact on the logistics of an individual candidate's attendance at the ACEM ASM may be considered during the selection process. Diversity in the gender of scholars will also be sought. Using the scores, the nominees will be ranked. A shortlist of candidates two more than the available number of scholarships will be developed (or more in the event of a tie). The shortlist will be discussed by the assessors, taking into account the issues mentioned in section 2.3, and in the 'Purpose' of the scholarship. The assessors will recommend to the ACEM Foundation recipients for the scholarships.

The ACEM Foundation shall determine the recipients of the scholarships. At its discretion, the ACEM Foundation may choose not to award a scholarship if it sees fit.

The decision of the ACEM Foundation will be final and no correspondence will be entered into.

All parts of the selection process must be conducted in accordance with the College Conflict of Interest Policy.

## 2.6 Acknowledgment of Scholarship

The recipients are presented with a certificate acknowledging of the scholarship at the College Ceremony held in the year the award is made.

## 3. CONDITIONS OF THE SCHOLARSHIP

### 3.1 General

- (a) 'Scholar' refers to the person or persons to whom the funds in question were allocated. Where more than one person is the recipient of funds, a reference to the 'scholar' includes a reference to all those scholars.
- (b) 'Host' refers to the Fellow or trainee who submitted the nomination.

### 3.2 Scholarship Obligations

- (a) The host shall:
  - (i) accompany and act as a guide and mentor to the scholar at the College Ceremony and the Annual Scientific Meeting in the year of the scholarship;

### 3.3 Reporting Obligations

- (a) The scholar shall provide a report detailing the scholar's experience to the ACEM Foundation by 1 February of the year following the scholarship.
- (b) The International Emergency Medicine Committee Administrator shall provide a report detailing the expenditure charged to the scholarship to the ACEM Foundation by 1 February of the year following the scholarship.

#### 4. ASSOCIATED DOCUMENTS

- AP441 International Scholarship Nomination Form
- AP442 International Scholarship Score sheet
- COR139 Conflict of Interest Policy
- COR446 Policy on Defining 'Developing Country'

#### 5. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

##### 5.1 Responsibilities

Document authorisation: ACEM Board  
Document implementation: ACEM Foundation/ International Emergency Medicine Committee  
Document maintenance: ACEM Foundation Coordinator

##### 5.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Apr-2013	Approved
v2	Feb-2015	Eligibility requirement varied (re visa application)
v3	Mar-2016	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 3, 3.1, 3.2, 3.3, 4, 5.1
v4	Oct-2018	1, 2.1, 2.2, 2.3, 2.5, 3.2, 3.3