

**The College of Dental Surgeons of Hong Kong
2018 Scholarship Scheme
(CDSHK Scholarship)**

I. Objective:

The objective of the Scholarship is to sponsor higher trainees and Fellows (those who are admitted within the previous 5 years) of our College to obtain advanced overseas training for their continuous professional development, which may include attachment, workshops, short training courses and study tours.

II. Nature of award:

The tenure of the award is for duration of 2 to 8 weeks. The maximum amount of each award is HK\$50,000.

III. Country of study / training:

There is no restriction on the country of study/training. The applicant is responsible for securing the overseas training post/attachment with appropriate visa and insurance.

IV. Mode of Operation:

1. At the beginning of each year, the Honorary Treasurer will propose a sum of money for the Scholarship for Council's endorsement. The amount will be the maximum financial support that the College will provide for the Scholarship in that year.
2. Application for scholarship will be announced through the newsletter and in the web-site of the College. Application for this year will be invited until 31st July 2018. Higher trainees and Fellows who are admitted within the previous 5 years are eligible to apply for the Scholarship. For example, fellows admitted in or after year 2013 can apply for the scholarship in year 2018. There will not be any fixed program organized by the College. Each applicant is free to propose his or her travel plan and training program. However, the maximum amount of the sponsorship will be determined by the College Council.

3. A Scholarship Committee will be set up under the College Council to vet the applicants. The composition of the committee will be determined by the College Council. The chairman and the secretary of the Committee will be decided among the committee members.
4. The Scholarship Committee will present **all** eligible applicants before the Council of the College for selection. The Scholarship Committee will scrutinize whether the amount of sponsorship applied is reasonable. The Council will select the successful applicant. The Council may invite the short-listed candidates for an interview before ranking of the applicants if they are considered fit.
5. The Scholarship Committee will make recommendation to the College Council on the number of successful applicants based on the ranking of the applicants by the College Council and the amount of funding allocated to the Scholarship. The result of the selection will be announced no later than 31 December 2018.
6. If no applicant is selected by the Council for the award in that year, the sum of money that has been earmarked will be cancelled, that is, the amount of the award is not accumulative and will not be carried forward to the next year.
7. Each successful applicant will have a maximum period of 12 months for making arrangement of the training. Such long period will enable them to apply for leave of absence from their employers and to find suitable locum dentists for their practices, if needed. The sponsorship money will be issued to the successful applicant after the completion of the training upon the receipt of a satisfactory report on the training.
8. At the completion of the training, a certificate of attachment needs to be signed by the appropriate authority and a report of attachment written by the recipient of the Scholarship has to be submitted to the College Council through the Scholarship Committee. The documents have to be submitted within three months after the completion of training. There will be standard forms of the certificate of attachment and report of attachment supply to the Scholarship recipient prior to the commencement of their training. Failure to submit the required documents will be considered equivalent to failure to complete the training.

9. The Scholarship cannot be held in conjunction with any other award, grant, fellowship or scholarship that will give financial support for the same training.
10. The successful applicants will be required to sign a deed of agreement setting out acknowledgements with the College in respect of the Scholarship.
11. The successful applicants will also be required to participate in some College activities in the subsequent year as, for example, writing reflections about their training to be published in the College Publication, representing the College in some promotion functions, etc., as invited by the College Council.
12. If a scholarship recipient fails to complete the training tour, or fails to submit the required training document, he/she will have to submit a letter to the Council explaining the reasons for the failure. The Council will decide on the penalty or remedial measures on the case.

V Selection of Scholarship Recipient

The Scholarship Committee will vet the applicants' information and present it to the Council. The full application documents of the applicants will be available in the College Secretariat for Councilors' examination and reference. There will be a ranking form (Appendix 1) prepared by the Secretariat for the Councilors to rank each candidate. The higher the ranking of the applicant, the lower will be the numerical score. Preference will be given to young Fellows, i.e. those who are admitted within the previous 5 years. Each Councilor will send in his/her ranking list to the College Secretariat within two weeks after the list of eligible applicants is presented.

Only completed ranking forms will be considered and any partially completed forms will be discarded. The Scholarship will be awarded according to the ranking assigned by the Councilors to the applicants.

If more than one applicant have the same ranking score, their ranking in the President's ranking form will determine their final ranking.

Appendix 1

**Ranking List for
The College of Dental Surgeons of Hong Kong Scholarship
2018**

	Name of Applicant	Rank
1		
2		
3		
4		
5		

Declaration of relationship with candidate:

Name of Councilor: _____

Councilor's Signature: _____

Date: _____