

TERMS & CONDITIONS for the Paediatric Rheumatology Advanced Training Scholarships

These terms and conditions apply to each and every application for a Scholarship and this document sets out the key terms and conditions upon which Arthritis Australia/The Australian Paediatric Rheumatology Group of the Australian Rheumatology Association provide the Scholarship to the Recipient

Preamble

Arthritis Australia (AAUST) and The Australian Paediatric Rheumatology Group (APRG) of the Australian Rheumatology Association (ARA) are offering a number of two (2) year scholarships to support paediatricians and paediatric trainees interested in training in paediatric rheumatology with a view to practising in the specialty in Australia.

Each scholarship will be paid within a three (3) year time frame allowing for time differences between local and overseas training. Training will be undertaken at Royal Australasian College of Physicians prospectively accredited paediatric rheumatology advanced training sites. Scholarships will only provide salary support for twenty four (24) months of the three (3) years the funds will be available.

Funds will be paid to the training site (i.e. employer) of the Scholarship recipient. The Scholarship will be equivalent to the salary and on-costs of the position to which they are appointed, to a maximum of A\$120,000 (including currency conversion costs if relevant) per year of training. Scholarship recipients will be required to apply for and negotiate their appointments within training sites themselves as AAUST/APRG will not be responsible for securing appointments.

Within five (5) years of completing their training, paediatric rheumatologists supported by the Scholarship will be expected to return to Australia (or a specific agreed location within Australia) and practice in the specialty. If this does not occur, the Scholarship recipient will be required to pay an amount equal to the scholarship funding to AAUST/APRG.

Selection of recipients for the Scholarships will occur through a centralised process managed by AAUST/APRG.

The conferral of a Scholarship is subject to the recipient entering into a Scholarship Agreement with Arthritis Australia which will set out the terms and conditions, including the return to work requirements, in detail. A copy of this Scholarship Agreement is available to trainees considering applying for the Scholarship upon request.

1. Applications

- 1.1 Applications for any Scholarship must be made to AAUST/APRG:
 - a. in writing or online using the approved application form (downloadable from www.arthritisaustralia.com.au); and
 - b. addressing how the applicant meets each of the eligibility criteria for the Scholarship, or why a certain eligibility criteria should not apply.
- 1.2 Only applicants who are residents or citizens of Australia will be considered.
- 1.3 Applications must be submitted by the closing date and time advised by AAUST/APRG.
- 1.4 Candidates may be required to join a teleconference or Skype as part of the interview process to discuss their application.

2. Assessment

- 2.1 AAUST/APRG assesses and grants the Scholarships at their sole discretion.
- 2.2 The panel considering applications may include representatives from organisations that have committed funding for the purposes of the Scholarships.
- 2.3 All Scholarships are assessed on the merit of the application and the information in it.
- 2.4 AAUST/APRG may, at their sole discretion, reject any application at any time during the assessment process for any reason, including but not limited to:
 - a. the application is not competitive;
 - b. the application is incomplete or misleading;
 - c. the application contains incorrect information; or

d. the application does not comply with eligibility criteria for that Scholarship.

3. All decisions are final

3.1 All decisions in relation to any aspect of the Scholarships or these terms and conditions are made at the sole discretion of AAUST/APRG, and are final.

3.2 Correspondence will not be entered into.

3.3 Decisions made in relation to any aspect of the Scholarships or these terms and conditions are not subject to reconsideration, review, or appeal.

4. No Obligation

AAUST/APRG is under no obligation to offer any Scholarship and may determine not to award a Scholarship to any of the applicants for any reason at their sole discretion.

5. Amendments and Deferrals

5.1 Any request to amend the terms or conditions of a Scholarship, including any request to defer a Scholarship, must be made:

- a. in writing to AAUST/APRG;
- b. setting out the reasons for the request; and
- c. supported by substantive documentation.

5.2 Any such request will be considered by AAUST/APRG on a case by case basis and will be determined by AAUST/APRG at their sole discretion.

6. Acceptance and taking up of a Scholarship

6.1 To take up a Scholarship, a recipient must, in writing;

- a. agree to comply with these terms and conditions by signing a copy of them, and returning them to AAUST/APRG;
- b. sign the Scholarship Agreement provided by AAUST/APRG;
- c. provide AAUST/APRG with the signed payment form provided giving confirmation by an officer of the institution nominated in their application that:
 - i. the recipient has been accepted by the institution;
 - ii. that the institution agrees to provide an invoice for the relevant amount and to administer the funds; and
 - iii. the institution has been provided with a copy of the Terms and Conditions of the Scholarship and the Scholarship Agreement.

6.2 Any Scholarship must be taken up:

- a. within twelve (12) months of its award, with the twenty four (24) months of salary support completed within thirty six (36) months of the Scholarship being first paid;
- b. working in and with the institution or institutions nominated in the relevant application; and
- c. for the purpose specified in the Scholarship.

6.3 Any change to the program of training, including budget variations, must be submitted immediately for approval by AAUST/APRG in accordance with clause 5.

7. Travel

7.1 Recipients of Scholarships may not use their funds for the purposes of travel.

8. Payment

8.1 Before any payment of Scholarship funding is made by AAUST/APRG, and at least one month before the date of the commencement of their training position, recipients must provide AAUST/APRG with all documentation it requires.

8.2 Awards will be paid directly to the institution nominated as the training site and employer of the Scholarship recipient.

8.3 Payments will be not be made more than one month prior to the advised start date of fellowship unless otherwise agreed by AAUST/APRG in writing.

8.4 Payment processing by AAUST/APRG may take up to four (4) weeks from receipt of invoice.

8.5 It is the responsibility of the recipient of any Scholarship to seek their own advice on tax matters, and no tax advice can or will be provided by AAUST/APRG.

9. Joint Funding

9.1 Recipients of a Scholarship may accept additional funding from other institutions without losing the Scholarship support provided that:

- a. the sum of any additional funding equals no more than \$30,000AUS per annum in a year that the Scholarship funding is being provided to the institution for the training position undertaken by the recipient; and
- b. AAUST/APRG has provided its written consent.

- 9.2 Prior to applying for additional funding, or if that is not practical, as soon as possible after an award for additional funding is made, the recipient of a Scholarship must write to AAUST/APRG:
- a. setting out the reasons for the request and details of the additional funding; and
 - b. provide supporting documentation about the funding.
- 9.3 The recipient must acknowledge the Scholarship from AAUST/APRG as a funding source in any application for additional funding.
- 9.4 An application for approval of additional funding while retaining the Scholarship support will be determined by AAUST/APRG at its sole discretion. The decision of AAUST/APRG is final and is not subject to reconsideration, review or appeal.

10. Donor Funded Scholarships

Because the Scholarships are funded by donations promised by a third party, either in part or in full, AAUST/APRG is under no obligation to make the award if the donation is not provided as promised.

11. Acknowledgment of the Scholarship

- 11.1 Any presentations and/or publications arising from work conducted during the term of the Scholarship must acknowledge that the work was carried out during the tenure of the Scholarship and acknowledge AAUST/APRG (and any other entity notified by AAUST/APRG) as the key funding source or contributing funding source in any such presentation or publication.
- 11.2 A reprint of any such presentation or publication must be provided to the AAUST/APRG for their records.

12. Revocation of Scholarships

12.1 A Scholarship will be revoked by AAUST/APRG if the recipient of a Scholarship, in the opinion of AAUST/APRG:

- a. fails to fulfil the purpose of the Scholarship;
- b. does not comply with all terms and conditions of the Scholarship set out in the Scholarship Agreement or with these terms and conditions;
- c. fails to meet the eligibility criteria for the Scholarship;
- d. does work not related to the Scholarship on a full or part-time basis, unless AAUST/APRG has approved that part-time work in writing;
- e. fails to make satisfactory progress or to carry out the work related to the Scholarship with competence and diligence;

RACP supervisors' reports and other documentation from nominated training supervisors must be satisfactory according to assessment by AAUST/APRG after the first year of support before the second year of funding will be released.

- f. is guilty of serious misconduct, including providing inaccurate or misleading information in their application;
- g. upon the recipient's death, incapacity, resignation or withdrawal from the institution nominated in the recipient's application; or
- h. failure to return to Australia (or in the case of some Scholarships, the specific geographic region of Australia) and comply with the return to service requirements set out in the Scholarship Agreement within five (5) years of completion of the Scholarship.

THEN AAUST/APRG, at their sole discretion, will require that the recipient repay the amount of the Scholarship to AAUST/APRG.

12.2 A Scholarship may be revoked at any time upon three months' notice given by AAUST/APRG to the recipient.

13. Correspondence

All correspondence regarding application and outcome are to be directed to the CEO of Arthritis Australia, PO Box 550 Broadway NSW 2007 or info@arthritisaustralia.com.au

14. Privacy

14.1 The recipient agrees to the publication on the AAUST/APRG website (and any other website specified in the Agreement) of their name and the location in which they will undertake their advanced training as well as details of any research projects planned to be undertaken during that time.

15. Obligations of Recipients

Recipients must:

- 15.1 Upon acceptance of the Scholarship provide a letter of gratitude to AAUST/APRG and any other key contributor to the Scholarship;
- 15.2 Upon completion of the Scholarship, provide a letter to AAUST/APRG providing details explaining how the Scholarship has assisted the recipient's project or program of study;
- 15.3 Submit written progress reports to AAUST/APRG in accordance with the requirements set out in the Scholarship Agreement;
- 15.4 Respond promptly (within 28 days) and completely to any survey by AAUST/APRG for up to five (5) years after the Approved Placement is complete;
- 15.5 Co-operate in activities organised by AAUST/APRG to publicise the Scholarships; and
- 15.6 Not derogate or criticise the Scholarships or AAUST/APRG at any time, in public or otherwise.

16. Governing Law

This Agreement is governed by the Laws of New South Wales and each party irrevocably submits to the jurisdiction of the courts exercising jurisdiction in that State.