



香港糖尿病肢體學會 The Hong Kong Society for Diabetic Limb Care

Travelling Scholarship For Members Regulations and application Guidelines (Version on 4th June 2014)

Principles

1. Scholarship is to support and augment the education of person engaged in the practice of diabetic mellitus.
2. Scholarship is to facilitate the application for full-pay study leave.
3. The person should contribute towards his/her own further education. The scholarship should not provide 100% cover of expenses.
4. The scholarship should be the sole source of financial subsidy for the applied activity.

Categories of Traveling Scholarship

1. HKSDLC General Traveling Scholarship
Standard Amount: Receipted claims up to HK\$1,000 per person
2. Specific Scholarship
This type of scholarship is donated by commercial organization and/or professional bodies which is subject to availability. Special terms and conditions may be applied to this Scholarship.

Administration and Rules

2 selection rounds per year. Standard closing dates:

- a) mid-April: for events taking place from 1st July to 31st December
- b) mid-October: for events taking place from 1st January to 30th June

Announcement

To be advertised in the HKSDLC website or by letter to fully paid-up members at least one month prior to the closing dates of event.

Application

Applicants must be fully paid-up members of the society on the day the application close.

Applicants must submit:-

1. Completed standard application form
2. Preliminary programme about the proposed event

The applicants should be aware that it would take 4-6 weeks after the closing date for the council to complete the selection process and to notify successful applicants.

Selection Criteria

The Council will evaluate whether the proposed event is beneficial to the applicant, taking into account the experience of the applicant and the quality of the proposed events. The Council reserves the right to execute any unfavourable consideration.

Procedures of Claim

Receipted claims have to be supported by original documents; air ticket, tour agent receipt and hotel receipt on the following expenses:

1. Economy return air ticket and airport tax
2. Hotel (room charge and tax only)
3. Conference/meeting registration fees

Payment will only be made if the Honorary Secretary receives an acceptable report accompanied by a copy of the Certificate of Attendance, and the original documents to support the receipted claims, within 30 days from the last day of the meeting. Payment will be forfeited.