



Worshipful Company of Needle Makers Educational Bursary 2019

Instructions, Eligibility, Judging Criteria, Terms and Conditions, FAQs,

Please ensure that you read this document in full.

Instructions

Applications must be submitted by email or post: educationawards@rcseng.ac.uk

Education
The Royal College of Surgeons of England
35–43 Lincoln's Inn Fields
London
WC2A 3PE

The deadline for submission is midnight on Sunday 27 October 2019 and we aim to inform successful applicants of the outcome by the week commencing 25 November 2019.

Eligibility criteria

In order to apply, you must be:

- a member or affiliate member of The Royal College of Surgeons of England, **and**
- in stages CT1-CT2 or ST1-2 of a recognised UK training programme.

Judging criteria (equally weighted):

- Reasons you wish to attend the course of your choice
- Academic achievements
- Commitment to medical education/educational activities
- Essay question: Is it important for surgeons to be able to work in teams?

Terms and conditions

- All awardees are expected to attend a Needle Makers reception lunch in March 2020; the exact date will be announced in due course. Please be aware that attendance at this lunch is mandatory for all bursary winners.
- Awardees must also submit a short report (max 500 words) within two weeks of attending their chosen course on the impact of the course on their career.
- The award can only be used on established courses on dates where the administration and payment is processed by The Royal College of Surgeons of England. These are indicated on our website as 'Partner Centres' rather than 'Regional Centres' or 'International Centres' in the list of dates for each course. You must meet the eligibility criteria for your chosen course.
- The bursary can only be used on new course bookings made after the bursary has been awarded. It cannot be used to refund bookings already made or courses attended previously.
- The bursary is to be used on a single course and cannot be split over two or more courses.
- The bursary is the maximum amount awarded; if the fee for your chosen course is lower than this, the RCS will not hold a credit but will regard the bursary as used up. If the course fee is higher than the bursary, the awardee must pay the additional amount.
- The bursary cannot be used to refund expenses for travel or subsistence.
- The bursary must be used by the end of June 2020. If it is not, the bursary will be withdrawn.
- Bursaries are subject to the standard cancellation policy stated on our course application forms; if you are unable to attend and you cancel within 4 weeks of the start date of the course you will forfeit your bursary unless in exceptional

circumstances and at the discretion of the RCS. If you cancel greater than 4 weeks before the start date of the course we will book you on to the next available date or, if that is not possible, a suitable alternative.

- If your nominated course is fully booked by the time the bursary is awarded, please inform us within 2 weeks of the awarding date if you would like to hold the bursary until the next time the course runs (given that this will be within one year) or if you would like to nominate a different course from the same portfolio. Failure to do so may result in your bursary being forfeited.
- If you change your mind and wish to attend a different course than the one you specified on your form, you must let us know within 2 weeks of the awarding of the bursary. We will try, but cannot guarantee, to accommodate your request. You can only change courses once. If you change and then cannot attend the new course, you will lose your bursary.
- If your nominated course is cancelled, you will need to choose a different course from the list that takes place within one year of the awarding.

Frequently asked questions

How and when will I hear if I have been successful?

Eligible entries will be sent to a judging panel consisting of Education staff and College Trustees. Once the judging has taken place, we aim to contact successful applicants by the week commencing 25 November 2019, however, this may take longer depending on the volume of applications received.

Can I use the award for courses at a regional centre?

This award can only be used for courses administered directly by RCS; these are indicated on our website as 'Partner Centres' rather than 'Regional Centres' or 'International Centres' in the list of dates for each course.

Can I use the award on any RCS course?

The award can only be used on a course from the list of eligible courses where the administration and payment is processed by The Royal College of Surgeons of England (see above). You must meet the eligibility criteria for your chosen course.

Can I use the rest of the award for a second course?

No, your award can be used against a single course only. If your chosen course is less than the amount awarded, we will regard the bursary as fully used up and will not hold any 'credit'.

Can I use the rest of the award for travel and accommodation?

No, the award can only be used against course fees. If your chosen course is less than the amount awarded, we will regard the bursary as fully used up and will not hold any 'credit'.

My award does not cover the whole of my course fees; what should I do?

You will be required to cover any remaining fees. You will not have your place confirmed for you on a course until any balance has been paid so this should be done as soon as possible to avoid losing your course place.

The course I want to go on is running before the closing date for the award; can I still apply?

No, the award can only be used on new course bookings made after the award has been given. It cannot be used to refund bookings already made or courses attended previously.

The course I want to go on is already fully booked; can I go on the next one?

If your nominated course is already fully booked by the time of awarding, you must inform us within 2 weeks if you would like to hold the award until the next time the course runs (given that this will be within one year) or if you would like to nominate a different course from the same portfolio. If your chosen course will not be running within one year of the awarding you will need to choose a different course.

My chosen course has been cancelled; can I use my award for an alternative course in the same year?

If your nominated course is cancelled, you will need to choose a different course from the list that takes place within one year of the awarding.

I no longer wish to attend the course I specified on my application; can I switch to a different one?

If you change your mind and wish to attend a different course, you must let us know within 2 weeks of the awarding of the bursary. We will try but cannot guarantee to accommodate your request. You can only change courses once; if you change and then cannot attend the new course you will lose your bursary.

I am no longer able to attend the course I'm booked on to, what should I do?

Bursaries are subject to our standard cancellation policy. If you can no longer attend and you inform us in good time - ie **greater than one month** before the start date of the course - we will book you on to the next available date or, if that is not possible, a suitable alternative. However, if you inform us **within** one month of the start date of the course you will forfeit your bursary unless in exceptional circumstances and at the discretion of the RCS.

How long do I have to use my award?

It must be used by the end of June 2020.

How will the award be paid?

The award is paid directly to RCS for the course you have applied to attend. You will not receive a cheque or bank transfer of the funds.