



ABN: 26 924 779 836

AIR

International Travel Scholarship

Ordinary Members

Application Guidelines

June 2011

AIR International Travel Scholarship

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What is the AIR International Travel Scholarship?

The AIR International Travel Scholarship is offered annually to two ordinary members of the AIR. One scholarship will be awarded annually in the discipline of Medical Imaging and one scholarship in the discipline of Radiation Therapy. The recipients of the scholarships will have up to eighteen months following notification from the Board of Directors of the AIR of their successful application to use the funding.

Each scholarship is to the value of \$5,000 and can be used by the recipient to assist with covering the cost of overseas travel to participate in education, training and cultural opportunities. The aim of the scholarship is to allow for personal and professional development of the practitioner and to encourage the practitioner upon their return to Australia and contribute to the professional body of knowledge.

Who is eligible to apply for an International Travel Scholarship?

The International Travel Scholarships are available to current ordinary members of the AIR. Successful applicants must maintain membership of the AIR for the duration of the scholarship.

The schedule for applications

Applications for the International Travel Scholarship will close on the **last Friday in October each year** and will be reviewed by the Board of Directors of the AIR. All applicants will be notified by letter of the outcome of the review process

What are the expectations of me when I return to Australia?

Upon return to Australia the successful candidates will be required to submit an article reflecting on their experiences for publication in Spectrum. Presentations of the participants' experiences would also be welcomed at branch meetings, student paper days or as a formal paper presentation at ASMMIRT conference although this is not a requirement.

What can I use the AIR International Travel Scholarship for?

The AIR International Travel Scholarship may be used in a number of modes to assist the recipients to participate in international education, training and cultural opportunities. The modes that you may choose from include, using the scholarship to:

- present a paper and/or attend an overseas conference,
- participate in an overseas training or study program that will assist in skill enhancement.

Using the scholarship to present and/or attend an international conference

Applicants may wish to use the scholarship funding to assist them to present a paper at an international conference or to assist them to attend an international conference as a delegate. Attendance at international conferences may also be combined with visits to overseas practices or study tours*.

If you are making an application to use the International Travel to present or attend an international conference you will need to include the following information in your application:

- ✓ a letter of support from your employer,
- ✓ details of the conference to be attended and/or the intent to offer a paper for presentation,
- ✓ an outline of the conference program (where available),
- ✓ clearly outline the rationale and benefits of your proposed use of the scholarship,

* Please note that if you plan to include a study tour with your trip you will need to include with your application the details of your planned hospital, departmental or University visits (Please include the name(s) and contact details of your overseas contact(s)).

A successful applicant who has applied to use the scholarship to attend an international conference, prior to receipt of the award would be required to submit a detailed plan of their travel arrangements. This would need to include:

- ✓ a certified copy of conference registration(s)
- ✓ a certified copy of your abstract and the acceptance of your paper in the conference program
- ✓ a proposed travel timetable including anticipated date of departure and an anticipated date of return to Australia
- ✓ if a study tour has been planned in conjunction with this activity certified copies of letters of invitation for hospital, department or University visits are required

Using the scholarship to participate in an international training program

Applicants may wish to apply for the scholarship funding to assist them to participate in an overseas training/study program for the enhancement of clinical skills. Such training may take the form of a formal training program and/or study visit to one or several sites to investigate international practice and gain a specific set of skills and knowledge*

If you are making an application to use the scholarship to participate in an international conference you will need to include the following information in your application:

- ✓ a letter of support from your employer,
- ✓ an outline of the applicant's intention to learn or develop specific skills,
- ✓ an outline of the training program (where available),
- ✓ clearly outline the rationale and benefits of your proposed use of the scholarship.

* Please note that if you plan to include a study tour with your trip you will need to include with your application the details of your planned hospital, departmental or University visits (Please include the name(s) and contact details of your overseas contact(s)).

A successful applicant who has applied to use the scholarship to attend an international training program, prior to receipt of the award would be required to submit a detailed plan of their travel arrangements this would need to include:

- ✓ a certified copy of acceptance in a course/ training program(s)
- ✓ a certified copy of the outline(s) of the course/ training or study program(s)
- ✓ a proposed travel timetable including anticipated dates of departure and an anticipated date of return to Australia
- ✓ if a study tour has been planned in conjunction with this activity certified copies of letters of invitation for hospital, department or University visits are required

How do I apply?

All interested members are asked to forward an application for the AIR International Travel Scholarship in writing to the AIR. In addition to the required documentation outlined for each of the available scholarship modes each applicant must include:

- ✓ a current resume
- ✓ three written professional references

Applications need to be submitted in hard copy and applicants are advised not to bind or submit applications in display booklets. Please simply affix all supporting documents with a single staple in the top left hand corner.

Applications should be addressed to:

Executive Officer
Australian Institute of Radiography
PO Box 16234
Collins Street West
Victoria 8007



Frequently Asked Questions about the AIR International Travel Scholarship

Q. What should I do if the conference program is unavailable when making my application?

A. If the conference program for an event that you are planning to attend is unavailable when you make your application you can forward the program for the current year's event or a past conference in the case of biennial conferences. *For example if you were applying to use the scholarship to attend UKRC in 2012 and the program was not available you should forward the program from the 2011 with your application as an example of the conference format.*

Q. What should I do if I am unable to get a letter of support from my employer?

A. If you do not have a confirmed job with your current employer in the years following your application for the ITS, you should simply state this in your letter of application. You are still required to include with your application three professional references, but you will not be required to include the letter of support from your employer.

Q. Does the program that I am planning to attend need to be specifically related to Medical Imaging or Radiation Therapy?

A. If you were applying for the International Travel Scholarship to attend a conference or a training program that is related to your field of work but not specifically a Medical Imaging or Radiation Therapy program you would simply need to outline the rationale and benefits of your use of the scholarship. *For example you may wish to apply to use the scholarship to participate in a conference related to clinical education or information technology management in health.*