

# **THE ROYAL COLLEGE OF GENERAL PRACTITIONERS**

## **INTERNATIONAL TRAVEL SCHOLARSHIPS**

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- Application Form (including Application Criteria)

# INTRODUCTION

## The Awards

The Royal College of General Practitioners awards international scholarships

- a) to enable general practitioners/family doctors from the UK to travel overseas to study aspects of health care relevant to this country's needs
- b) to assist doctors from overseas who wish to visit the UK to study an aspect of primary care relevant to their own country's needs, or
- c) to help countries develop their own systems of primary care.

The scholarships are awarded twice a year, in:

**January** (for projects taking place after and within one year of 1 March) and

**August** (for projects taking place after and within one year of 1 October).

There is also an award entitled **The Katharina Von Kuenssberg Award**.

This is awarded in **January** each year for the most outstanding international travel scholarship application submitted in that round, and for projects which will take place after and within one year of 1 March.

## Value of the Awards:

Awards are usually modest, typically ranging from £200 to £1,000 in value. Most recipients have to find additional support/sponsorship, and the College can provide information on possible sources of funding.

Chairman, International Committee  
June 2000

as at: 21 January, 2003

# APPLICATION GUIDELINES

## Administration of the Awards

We want to receive clear, well-thought out applications that show the applicant has a clear aim for their time overseas and has carefully planned their project. We want to help you to decide whether applying for an award would be appropriate, and to give you some ideas how best you might plan a suitable programme. We have therefore divided this brief guide into three parts:

- Applying for an RCGP Travel Scholarship
- Planning an overseas visit
- Articles in the International Newsletter by recent Scholarship winners

It should be noted that the RCGP International Committee cannot plan your visit nor arrange introductions, but we can give you the addresses of organisations representing general/family practitioners in countries you wish to visit.

## Applying for an RCGP Travel Scholarship

### Who can apply?

Any practising General Practitioner (members or non-members of the RCGP) may apply for any of the Scholarships.

There is no age limit on travel scholarships administered by the RCGP, and they have been taken up by doctors at every stage of their career from immediately post-qualification to near retirement. The reports from previous winners show the work undertaken was usually hard, and although several commented on the new enthusiasm they had gained while working overseas, the experience is not an easy one to undertake.

[PLEASE READ THE APPLICATION CRITERIA ON PAGES 6 AND 7 BEFORE COMPLETING THE APPLICATION FORM.](#)

### Planning an Overseas Visit

Unless you are working overseas for some time, a visit will normally be part of a current longer project which will continue when you return home. You should normally discuss your plans with an experienced colleague in your country before writing overseas, and show your application to that person before it is submitted.

In a survey evaluation of the programme, doctors almost invariably stated that they had learnt new things, expanded their experience and received intangible benefits. "It built an open mind and an open soul" as one doctor from Eastern Europe put it. Individuals mentioned a wide variety of benefits from language skills to starting collaborative research with colleagues. Many had used the results of their visit for the benefit of colleagues or patients on their return, for example through a better rapport and understanding of their patients' ethnic and cultural background. Specific clinical skills that improved included the detection of depression, surgery and palliative medicine. One doctor is now using the Philippine method of taking family histories within his practice.

About a quarter of Scholarship winners so far have commented that in retrospect they would have stayed longer in the field. Others realised that they could have planned better (several would have not tried to do so much in their time overseas), including how they were to write up and disseminate their reports. It is worth remembering that long hours travelling and taking in new things can be surprisingly tiring. Furthermore, visiting centres often presents you with many facts in rapid succession, many of which might have been forgotten the next day. One solution is to carry cards upon which key facts can be noted in spare moments, prior to writing up later in a reflective diary.

Writing up and disseminating a report of your visit requires planning before it happens. How long should it be; how many versions will there be; when will it actually be written (not usually at the end of a busy days practice!) need at least provisional answers. Experience suggests that if it is left more than a few weeks after your return, it will become increasingly difficult.

Although many recipients have become leaders within their professions (and publications often followed visits), others are in everyday practice. This mix is probably the right balance, reflecting the fact that ideas need to be shared and the direction of health services influenced by those with experience outside their own countries, but that the scheme is not meant for 'high-flyers' alone.

The new skills that doctors learnt were seldom directly practical, but those who worked in poor communities often commented upon an increase in their confidence, problem-solving abilities and general maturity.

Those who receive visitors often give large amounts of their time for no direct reward. Although our experience is that this is given willingly, it is only fair that time is given only to serious visitors.

### **International Newsletter articles published by Scholarship Winners**

The RCGP International Newsletter, published twice yearly and is also available on our website at: [http://www.rcgp.org.uk/rcgp/international/newsletters/news\\_index.asp](http://www.rcgp.org.uk/rcgp/international/newsletters/news_index.asp). It regularly includes articles by travel scholarship winners, some examples of which are given below:

*Primary Care Skills Transfer in Rural Nepal by Dr Rachel Bishop, UK (December 2000)*

*An investigation into the needs of HIV infected children in South Africa by Dr Jennifer Thackray, UK (December 2000)*

*Old China, New Image by Dr William Wong, UK (June 2001)*

*Women of Andhra Pradesh: their health beliefs, customs, and the relation of these to disease by Dr Kate Richmond, UK (Dec 2001)*

*Expatriate health in Central Asia – the potential for telemedicine by Dr Timothy Lyttle, UK (June 2001)*

This list does not necessarily exemplify 'model' scholarships, but serves to illustrate the type of projects undertaken.

**If you would like to see the full reports by Scholarship Winners, receive regular copies of the International Newsletter, or require further information please contact:**

**International Department  
Royal College of General Practitioners  
14 Princes Gate, Hyde Park, London SW7 1PU, England**

**Telephone: +44 (0)20 7587 3232 ext. 205**  
**[Mailto:International@RCGP.org.uk](mailto:International@RCGP.org.uk)**

**Fax: +44 (0)20 7973 0056**  
**Web: <http://www.rcgp.org.uk>**

**THE ROYAL COLLEGE OF GENERAL PRACTITIONERS**

**INTERNATIONAL TRAVEL SCHOLARSHIPS**

# **Application Form**

**CONFIDENTIAL**

# APPLICATION CRITERIA

- 1) All general practitioners/family physicians are eligible to apply, irrespective of whether they are members of the College or not.
- 2) Applications will not be entertained in the following cases:-
  - a) from recipients of RCGP International Travel Scholarships within the previous five years;
  - b) to assist medical students or trainees (UK GP Registrars) to travel abroad;
  - c) to assist doctors undertaking educational courses which could be undertaken in their own country;
  - d) for retrospective activity or applications received after the closing date.
- 3) Applications should be submitted on the specified application form and completed in typescript throughout. (You can either do this on separate sheets of A4 using the same headings and within 4 pages only, or using the attached application form). **IF YOU ARE COMPLETING THIS FORM ELECTRONICALLY, PLEASE USE THE TAB KEY TO MOVE FORWARD FROM ONE FIELD TO THE NEXT, OR HOLD THE SHIFT AND TAB KEYS TO MOVE BACKWARDS. 'YES' OR 'NO' BOXES CAN BE CLICKED TO CHECK OR UNCHECK.**
- 4) The adjudication panel will not consider joint/group applications. Each individual must submit their own application.
- 5) Applications should be received by the **closing date**, viz. **the second Friday in January and August every year**. Applications received by the closing date will automatically be considered for all Travel Scholarships available at that closing date.
- 6) All sections of the application form should be completed by the applicant, and particular attention should be paid to sections 12 and 13 as it is the information supplied under these headings that is most important in the adjudication procedure.
- 7) The application should state a brief clear aim and number of objectives which would allow assessment on the success of the visit.
- 8) The application should contain detailed costings of the project and a concise timetable of study.
- 9) The application form is divided into two parts. Part One seeks personal details. This is for administrative purposes only and will be detached from your application since we adjudicate anonymised applications only. Part Two is your application for study and will be submitted to the Adjudication Panel. Applicants should not attach any supporting documents, CV's etc. as these will not be considered by the adjudicators.
- 10) Applications are accepted by post or fax as well as e-mail if possible. Please note that an original signature is required on the first page (Personal Details), and therefore applications sent by e-mail need to be followed up with a faxed or posted signature page.
- 11) Following adjudication of the awards and notification to applicants of the result, no further correspondence will be entered into in relation to the adjudication process.

# APPLICATION CRITERIA

- 12) A study visit for which the award has been granted must ordinarily begin within twelve months of the notification of an award, otherwise the award lapses. However, in exceptional circumstances, and only at the Chairman's discretion, Scholarship Winners may request a postponement of the start of their overseas visit. This will usually be considered only where it can be shown that information affecting the visit was not available at the date of application.
- 13) Payment of the award is made retrospectively upon receipt of satisfactory proof of expenses incurred in undertaking the study together with a report on the visit (see 14 below). In exceptional circumstances, and only at the Chairman's discretion, part-payment in advance may be agreed, usually when the aim of the scholarship forms part of an existing College approved programme.
- 14) A report of the study should be made to the International Committee within eight weeks of the completion of the visit. Guidance on the exact requirements for the report are included in the letter to successful applicants.

## **Additional guidance notes for overseas applicants:**

- Your application normally requires the name of your contact within the UK.
- Please also ensure that you have an outline plan and timetable to which your costings relate. Your UK contact may also be able to help with this.
- For those applicants who need an educational supervisor while in the UK, it is essential that you provide evidence that your UK contact has agreed to act in this role.

# APPLICATION FORM

INTERNATIONAL TRAVEL SCHOLARSHIPS

&

THE KATHARINA VON KUENSSBERG AWARD

<b>PART ONE – PERSONAL INFORMATION</b>			
The International Committee will only accept the form completed throughout in <b>typescript</b> . (Please use this form or separate sheets of A4 using the same headings and contained within <b>4 pages only</b> ).			
<b>1. FIRST NAME:</b>			
<b>SURNAME:</b>			
<b>DATE OF BIRTH:</b>			
<b>2. MEMBER OF RCGP:</b>	<b>YES*</b> <input type="checkbox"/> *Membership No: _____ <b>NO</b> <input type="checkbox"/>		
<b>3. ADDRESS:</b>			
<b>POSTCODE:</b>		<b>COUNTRY:</b>	
<b>TEL. NO.:</b>		<b>FAX NO.:</b>	
<b>E-MAIL:</b>			
<b>4. Please indicate where you first heard of the Scholarships (This information helps us to publicise the awards as widely as possible):-</b>			
RCGP Journal/ Connection <input type="checkbox"/>	RCGP International Newsletter <input type="checkbox"/>	WONCA News <input type="checkbox"/>	
European Journal of General Practice <input type="checkbox"/>	Through a College Faculty <input type="checkbox"/>	The Internet <input type="checkbox"/>	
UK Departments of General Practice <input type="checkbox"/>	UK Regional Advisors <input type="checkbox"/>	Visit to the College (Please specify when:) <input type="checkbox"/> _____	
<b>Other (Please specify):</b>	<b>Would you like to see the Scholarships advertised anywhere else? (Please specify):</b> _____		

Signature \_\_\_\_\_ Date \_\_\_\_\_

IF YOU ARE EMAILING THIS FORM AS A COMPUTER FILE, IT WILL BE ASSUMED THAT YOU ARE ENDORSING THE CONTENTS AND THAT A COMPLETED, OR PARTLY COMPLETED FORM CONFIRMS YOUR CONSENT TO OUR KEEPING THESE DETAILS AS STATED.

## PART TWO – APPLICATION FOR STUDY

<b>5. TITLE/S OF ANY ACADEMIC POSTS HELD</b> <b>Important:</b> Do NOT indicate <b>where</b> post is held, only the post title			
<b>6. TITLE OF PROPOSED STUDY:</b>			
<b>7. EXPECTED STARTING DATE:</b>			
<b>8. DURATION OF STUDY:</b>			
<b>9. COUNTRY OF RESIDENCE:</b>			
<b>10. COUNTRIES BEING VISITED:</b>			
<b>11. a) COSTINGS:</b> Please give a breakdown of the approximate costs of your proposed study:			
<b>Travel:</b> (e.g. economy flights)	<b>£</b>	<b>Subsistence:</b> (e.g. accommodation/meals etc.)	<b>£</b>
<b>Other:</b> (e.g. conference/course fees)	<b>£</b>	<b>Total:</b>	<b>£</b>
<b>b) FUNDING:</b> Have you applied elsewhere for funding? <b>YES*</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>			
*If yes, what was/were the outcome(s)?			
<b>Application</b>		<b>Outcome</b>	
<b>12. SUMMARY OF PROPOSED STUDY:</b> Please give:- ♦ <i>A clear aim and a number of objectives which would allow assessment of the success of the visit;</i> ♦ <i>A concise timetable of the study</i> For non-electronic completion, please use an additional sheet if necessary			

**13. RELEVANCE OF STUDY:**

a) *Please clarify how you will benefit from your proposed study in terms of personal development*

b) **UK Applicants:**

- ◆ The ways in which your proposed study is relevant to the provision of medical care in the UK, or would aid the development of primary care in the country you intend to visit.

c) **Overseas Applicants** – *please outline:*

- ◆ *The aspects of health care relevant to your own country's needs, which you intend to study while in the UK;*
- ◆ *Your role in your country's health care system. Any educational or administrative support you have.*

<b>d) Do you have any contacts with Primary Care Physicians in the country you are visiting?</b> <b>YES*</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
*If yes, please list below	
NAME/S:	
<b>14. FOR OVERSEAS APPLICANTS</b>  <b>Please confirm that your UK contact(s) has(have) agreed to act as your educational supervisor</b> <b>YES*</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
*If yes, please list below.	
NAME/S:	

**Please return applications to:**

**International Department**  
**The Royal College of General Practitioners**  
**14, Princes Gate, Hyde Park,**  
**London SW7 1PU**  
**England**

**Fax: +44 (0)20 7973 0056\***     **E-mail: [international@rcgp.org.uk](mailto:international@rcgp.org.uk)\***

\***NOTE:** While applications are accepted by fax or e-mail on or before the closing date, all applicants must return the original signed and completed application form to the above address within one week of the closing date. As a minimum, the original signature on page 1 (after section 4) is required by post or fax.