

# **ESGAR - ARGANZ FELLOWSHIP**

## **ARGANZ Applicant**

### **Terms & Conditions**

#### **1. APPLICATION PROCESS and ELIGIBILITY**

- 1.1. Applications for fellowships must be made to the Executive Committee of ARGANZ:
  - a. In writing using the application form (downloadable from the ARGANZ website)
  - b. Addressing each of the criteria for the fellowship
  - c. Include CV and covering letter from Head of Department / Practice
  - d. Be emailed to [admin@arganz.org](mailto:admin@arganz.org)
  - e. By the closing date and time advised by ARGANZ
- 1.2. By submitting an application, applicants agree to be bound by these terms and conditions
- 1.3. Applicants must be members of ARGANZ and have obtained their FRANZCR qualification within the last 5 years.
- 1.4. Applicants must be available to attend the Fellowship in the date range advertised

#### **2. ASSESSMENT**

- 2.1. Applications will be assessed by an ARGANZ-ESGAR Fellowship review panel composed of members of the ARGANZ executive committee
- 2.2. The Panel will assess applications based on information contained in the application and supporting documents

#### **3. REJECTION**

- 3.1. The Committee may, at its sole discretion, reject any application at any time during the assessment process. Reasons for rejection may include, but are not limited to:
  - a) the application not meeting the eligibility criteria for the grant or fellowship,
  - b) the application containing inaccurate or misleading information
  - c) the application being incomplete
  - d) the applicant being found guilty of serious misconduct

#### **4. FELLOWSHIP DETAILS**

- 4.1. ESGAR will provide three institutions who have agreed to accept an ARGANZ Fellow during the advertised time frame
  - a) Each venue is generally considered as the sole venue for the duration of the Fellowship
  - b) On occasion there may be the ability to combine two institutions during the Fellowship period. If so, this will be clear during the advertising and application process
- 4.2. Applicants will choose their preferred institution during the application process
  - a) The successful applicant will be allocated to their chosen venue
- 4.3. The Fellowship is 3 months duration
  - a) The exact dates will be liaised between the successful applicant and the institution
  - b) The dates must overlap the dates of the annual ESGAR meeting
  - c) The end date of the Fellowship will be by agreement with the institution, but is generally expected to be by mid July, due to European summer vacations
- 4.4. The Fellowship is an unpaid observership at the selected institution
- 4.5. The successful applicant (the "Fellow") will be expected to attend the institution during normal working hours on most working days during the Fellowship period, following instructions of the head of department, or lead contact at the hosting centre.
- 4.6. Opportunities are likely to include, but are not limited to;
  - a) Attendance at Multidisciplinary meetings
  - b) Observation of reporting sessions

- c) Opportunity to review case libraries
  - d) Contributions to research may be available, depending on the institution
- 4.7. Training and mentorship is provided free of charge by the hosting centre
- 4.8. The Fellowship is in the English language. For centres in continental Europe, knowledge of the language may be beneficial, but is not a pre-requisite.
- 4.9. The Fellow will be provided with free registration to the ESGAR meeting during the Fellowship period
  - a) ESGAR will contact the Fellow directly regarding registration
  - b) The Fellow must attend the meeting
  - c) The Fellow is responsible for their own travel and accommodation costs associated with the meeting

## **5. TRAVEL, VISAS AND ACCOMODATION**

- 5.1. Flights between Australia/New Zealand and Europe are the responsibility of the Fellow
- 5.2. Accommodation arrangements in Europe are the responsibility of the Fellow, with information support provided by the hosting centre when available
- 5.3. If needed, visas are the responsibility of the Fellow.
  - a) Generally Fellows should apply for a tourist visa, with a working visa not required.

## **6. AMENDMENTS**

- 6.1. Any request to amend any term or condition for the fellowship must be made to the ARGANZ executive in writing and must:
  - a) present reasons for the request;
  - b) be supported by substantial relevant additional information that has been verified according to the requirements of the ARGANZ Panel

## **7. NOTIFICATION**

- 7.1. The outcome of all applications will be communicated by email within 30 days of the closing date.

## **8. ACCEPTANCE**

- 8.1. The successful applicant must confirm their acceptance and ability to attend the Fellowship within the advertised date range within 30 days of notification
- 8.2. To take up the fellowship, the successful applicant must accept the fellowship in writing.
  - a) The successful Fellow will be provided with contact details for the institution of choice, and will arrange the exact dates directly with the institution
- 8.3. Fellowships must be taken as offered and are not transferable

## **9. AMOUNT AND PAYMENT OF FUNDS**

- 9.1. The value of the Fellowship grant will be set by ARGANZ each year and advertised as part of the application process
  - a) The amount paid will match the amount advertised for any particular year
- 9.2. Payment of funds for the fellowship will be processed by ARGANZ within 30 days from written confirmation of acceptance of the Fellowship as per 8.2
  - a) The successful applicant must provide their payment information at least 14 days prior to payment.
- 9.3. Any recipient of the fellowship must seek their own advice on matters relating to tax. ARGANZ will not provide tax advice under any circumstances.

## **10. REPORTING**

10.1. Fellowship recipients are required to:

- a. Submit a brief report of the fellowship for upload to the ARGANZ website outlining activities undertaken during the Fellowship
- b. Where possible, attend the ARGANZ meeting in the year following the Fellowship for formal presentation, and to join informal Young ARGANZ activities to promote the fellowship to future and current Young ARGANZ members

## **11. WITHDRAWAL**

11.1. The fellowship may be withdrawn by the Committee if the recipient:

- a) does not attend the Fellowship during the period agreed;
- b) is found to have provided inaccurate or misleading information in the application;
- c) fails to comply with these terms and conditions;
- d) fails to comply with the RANZCR Code of Ethics; or
- e) is found to be guilty of serious misconduct

11.2. If a fellowship is withdrawn, the Committee may, at its sole discretion, require that the recipient repay the full amount to ARGANZ.

## **12. PRIVACY**

12.1. The Committee is committed to the protection of applicant personal information and acts in accordance with the Australian Privacy Principles in the Privacy Act and the New Zealand Information Privacy Principles in the Privacy Act 1993 (NZ).

## **13. ACKNOWLEDGEMENT**

13.1. Any content created by a recipient in relation to a Fellowship must indicate that the work was completed as a result of receiving the fellowship and must acknowledge ARGANZ.

## **14. ALL DECISIONS ARE FINAL**

14.1. All decisions made by the ARGANZ Committee and Panel relating to the fellowships are final. They are not subject to reconsideration, review or appeal, and discussions and correspondence will not be entered into

## **15. OBLIGATION**

15.1. ARGANZ is under no obligation to offer a grant each year, and may withdraw the offer at any time for any reason in its sole discretion

## **16. RELATED DOCUMENTS**

16.1. RANZCR Code of Ethics

*FINAL*

*Approved by: ARGANZ Executive*

*Date of approval: 16/7/25*