

UNSW Medical Students' Conference Attendance Reimbursement Policy

UNSW Medical Society & UNSW Medical Faculty

This policy is written to outline the methods used to reimburse University of New South Wales medical students for their active participation in Academic Conferences and Educational Activities.

Recognising the importance of student participation in academic conferences and educational activities external to the UNSW Medical Society (herein MedSoc) is essential in achieving the Australia Medical Council required domains of Professionalism and Leadership in medical education. MedSoc chooses to use the funds provided annually by the Faculty of Medicine to subsidise student who seek to present at such events. MedSoc is responsible for assessing student applications within the scope of agreed-upon criteria developed with the Faculty. MedSoc's maximum yearly budget for Conference Funding is \$10,000, which includes the funding for pre-specified Australian Medical Students' Association (AMSA) events.

Pre-specified conferences and events organised by AMSA are considered separately from other events. For guidelines on funding for AMSA events, see Section 4.

1. Criteria for eligibility

- 1.1. Academic conferences and educational activities that are supported must meet the following three criteria
 - 1.1.1. Academic in nature.
 - 1.1.2. Be of relevance and demonstrable benefit to both the applicant and other medical students.
 - 1.1.3. The level of representation and participation in the event must exceed that of attendance, for example, presenting and/or actively representing UNSW or MedSoc.
- 1.2. General examples of activities worthy of MedSoc funding include
 - 1.2.1. oral or poster presentations at academic conferences.
- 1.3. Activities that do not merit MedSoc funding include attending academic conferences where;
 - 1.3.1. the applicant is not presenting

- 1.3.2. the content learned at the conference is not of significant relevance to other medical students.

2. Application

- 2.1. Applicants must submit the following via the application form available on the MedSoc website
 - 2.1.1. Provide a receipt of the conference registration fees and additional receipts where applicable
 - 2.1.2. Provide the contact details of a supervisor or other referee qualified to comment on the event and their involvement.
 - 2.1.3. A written blurb of 100 words with a photo to be submitted either during the conference period or within 5 days of the conference. This will be used for promotional purposes to be posted on the Medsoc Facebook page and/or Medsoc Website.
- 2.2. Applications are required to be made prospective to the conference

3. Obligations

- 3.1. A written article with photos to be submitted to the MedSoc Publications website The Jugular.

4. Consideration for funding

- 4.1. Will be reviewed fortnightly in MedSoc Executive meetings.
- 4.2. Will require reimbursement to be made retrospective to the conference at the end of that year, and only if the above criteria in sections 1 and 2 are met.
- 4.3. Will only cover conference registration and cannot be used for other personal expenses, including accommodation and flights, with the exception of 64.2.1..

5. Amount of reimbursement

- 5.1. Where the registration cost is less than or equal to \$400 for domestic academic conferences and \$700 for international academic conferences, they will be reimbursed \$200 or \$350, respectively, to a maximum of 100% reimbursement.
- 5.2. Where the registration cost is greater than \$400 for domestic academic conferences and \$700 for international academic conferences, 50% of the registration cost will be reimbursed to a maximum amount of \$600.
- 5.3. Where costs are also being reimbursed by other sources, MedSoc can offer funding to the extent that the total

reimbursement from MedSoc and the external source combined matches the reimbursement amount that would have been offered under s3.4.

5.3.1. MedSoc reserves the right to deny reimbursement to any applicant who does not provide full disclosure of other sources of conference funding, including but not limited to their supervisor, organisational grants or scholarships

5.4. Requires applicants to be aware that MedSoc's maximum annual budget for Conference Funding is a variable range from \$7,500 to \$10,000 at the discretion of the Faculty. Therefore, students must understand that 50% of their conference registration fee may not be covered if the cumulative cost of all successful applications made to MedSoc exceeds this \$10,000 limit. In this event, MedSoc Executive reserves the right to determine the proportion of registration fee paid to each student.

5.5. If, after all reimbursement calculations have been established as per s3.4, the \$10,000 allocated is not exhausted by the end of the calendar year, MedSoc reserves the right to redistribute the remaining funds. The amount remaining will be used to increase the proportion of the registration fees covered by the scheme for each student.

5.5.1. These applications can be reviewed and appealed by the Executive upon absolute majority vote for a final decision to be made.

6. AMSA Event funding

6.1. AMSA National Convention

6.1.1. The delegation leader, i.e. AMSA Representative or nominated proxy, will be reimbursed 100% of the registration cost on the condition that the following responsibilities be fulfilled:

6.1.1.1. 4.1.1.2 Attendance at all daily and any delegate disciplinary

6.1.2. The MedSoc President and Junior AMSA Representative will be reimbursed 50% of the registration cost

6.2. AMSA Council and Global Health Council Meetings

6.2.1. The MedSoc President will be reimbursed for the full cost of registration, flights and accommodation.

6.2.2. First time attendees at AMSA Council and Global Health Council will be reimbursed 50% of their full or partial



registration fees, capped at first five applicants per Council.

Policy to be reviewed annually and renewed every three years.

Ke Sun
President of UNSW Medical Society

Signature: _____ Date: _____

Jonathan Pheasant
Faculty Executive Director of UNSW Medicine

Signature: _____ Date: _____

<i>Created on</i>	<i>April 2018</i>
<i>Written by</i>	<i>Ke Sun</i>
<i>Reviewed on</i>	<i>December 2019</i>
<i>Reviewed By</i>	<i>Dayna Duncan</i>
<i>For Review</i>	<i>April 2020</i>