



# Asia Pacific Spine Society

## CALL FOR APPLICATION: APSS – UNIVERSITI MALAYA MEDICAL CENTRE (UMMC) FELLOWSHIP PROGRAMME 2025

Deadline for application: 15<sup>th</sup> November 2024

A total of **THREE (3)** fellowships will be awarded. Fellows will spend **one (1) week** at the Universiti Malaya Medical Centre (UMMC), Kuala Lumpur, Malaysia, hosted by Prof Dato' Dr Kwan Mun Keong, Prof Dr Chris Chan Yin Wei and Assoc Prof Dr Chee Kidd Chiu.

This is a unique opportunity to interact with and learn from the **Spine Unit in the Department of Orthopaedic Surgery of UMMC**. The fellowship must be completed **before 31<sup>st</sup> December 2025**.

### GUIDELINES AND CRITERIA FOR APPLICATION

1. APSS member (previously known as “a member of Spine Section of the APOA”). Proof of payment for the APOA membership + Spine Section membership must be submitted when requested.
2. APSS member who has maintained an active, paid-up membership for at least 3 years ▼.
3. Preference given to current APSS Life Members
4. Age 45 years or less.
5. Must communicate effectively in English and have a legal status to go abroad.
6. Have a university postgraduate level of degree or country equivalent.
7. Applicant when submitting this application **MUST** be at this point to be active in spine practice (at least 50% workload should be on spine surgery).
8. Not a previous recipient of the APSS Fellowship

#### ▼ Notes:

- *Example 1: Applicant A is a member of APSS with an annual subscription since 2022. He has paid his membership for 2022-2025. Therefore, he is eligible to apply for the programme*
- *Example 2: Applicant B is a new member of APSS who joined in June 2023. He has paid for an annual subscription for 2023-2026. Therefore, he is eligible to apply for the programme*
- *Example 3: Applicant C is a life member of APSS. Therefore, he is eligible to apply for the programme*

### DOCUMENTS REQUIRED FOR APPLICATION

When submitting your application, please include:

1. Fellowship application form - The form is available on APSS Website.
2. Brief curriculum vitae (not more than 4 pages) specifying: -
  - a. Qualifications (including degree(s), institution (s) and years)
    - i. Basic Medical Degree
    - ii. Postgraduate Orthopaedic Education (e.g. FRCS Orth, MS Orth and etc.)
    - iii. Spine Fellowship/ Attachment(s) - date and duration
  - b. Present appointment(s)
  - c. Publication/ Oral presentation/ Poster and etc.
  - d. Duration of experience in spine surgery



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3. Scanned copies of certificates and qualifications.
4. Recommended letter from 2 referees (APSS council members, Heads of Departments (of Spine or Orthopaedics), and Presidents of Local Spine and Orthopaedic Societies).
5. Scanned passport-size photograph in JPEG file.
6. Scanned copy of passport - with at least 6 months validity.
7. 1 abstract related to spine of not more than 300 words. This abstract will be used for presentation in our next APSS meeting as well as during the fellowship.
8. Application Criteria form
9. 2023/2024 Spine logbook

Kindly complete your application online and ensure all required documents, as stated above, are uploaded accordingly.

The **closing date** to receive the completed application is **15<sup>th</sup> November 2024**.

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## **TERMS AND CONDITIONS**

**Economy air travel (round trip), accommodation, and airport transfer at host centres** for fellows will be covered by the hosts.

As a recipient of a highly regarded fellowship, it is imperative that one adheres to the guidelines, terms, and conditions stipulated by the programme. The following are advised, with utmost gravity:

### **A. Cancellation or Withdrawal:**

Cancellation or withdrawal from the fellowship programme **within three months prior** to the start date, without justifiable cause, will require fellows to reimburse any expenses incurred by APSS and the host institution.

Failure to complete the 1-week fellowship, or withdrawal just before or during the programme duration, without a valid reason, will result in:

- A five-year ban from applying for any future APSS fellowships.
- Reduced allowances and reimbursements for costs incurred during the fellowship.

### **B. Completion of the Programme and Reporting Requirements:**

#### ***Reporting Obligations***

Fellows must submit a fellowship report, fellowship feedback form(s), and reimbursement form within three (3) weeks of completing the programme.

#### ***Feature in APSS Newsletter/Yearbook***

Fellows are required to write and submit a write-up summarising their fellowship experience. The testimonial will be reviewed and featured in the APSS newsletter and/or APSS Yearbook, subject to the decision by the APSS Newsletter Sub-Committee.

#### ***APSS Presentation Opportunity***

Fellows may be invited to present their fellowship experience at the APSS Annual Meeting, subject to invitation from the Society. When the invitation is received, fellows will be required to submit an abstract and prepare a PowerPoint presentation summarising their experience and outcomes during their fellowship.



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- ***Consequences of Non-Compliance***

Failure to fulfil reporting obligations may result in withholding or denial of reimbursement.

**C. Medical, Travel Insurance and Meal Expenses:**

Fellows are responsible for securing adequate medical and travel insurance coverage for the duration of the fellowship, which includes meal expenses. Any costs arising from illness, injury, or personal matters during the fellowship will be borne by the fellow.

**D. Congress Registration Fees**

If the fellow decides to accept the invitation to attend the APSS Annual Meeting, the congress registration fees shall be borne by the fellow.

**E. Compliance with Host Regulations:**

Fellows must comply with all regulations set by the host institution. Any misconduct or penalties incurred in the host country are the sole responsibility of the fellow.

**F. Cultural Sensitivity and Local Laws:**

Fellows must respect the local customs, laws, and regulations of the host country. Any legal issues, fines, or violations arising from negligence or ignorance will be the sole responsibility of the fellow. APSS reserves the right to terminate the fellowship prematurely and deny reimbursement of allowances and costs in cases of unprofessional conduct, following discussions with the host centre.

**G. Professional Conduct:**

Fellows are urged to fulfil all obligations outlined in the fellowship guidelines, ensuring a professional, successful, and mutually beneficial experience. Maintaining a professional demeanour and a strong commitment to responsibilities is paramount.

For more information, please visit [www.apssonline.org](http://www.apssonline.org)

*For any enquires you may email us:*

*Email: [spine.secretariat3@gmail.com](mailto:spine.secretariat3@gmail.com) and [spine@apssonline.org](mailto:spine@apssonline.org)*

*Correspondence hours: 10.00 am - 5.00 pm (GMT +8.00 for Malaysia)*