

## Terms & Conditions

### *Eligibility & Applications:*

1. Applicants must be current members of the BOA in good standing.
2. Applications will not be accepted from previous successful ABC candidates
3. Applicants who have previously applied but have been unsuccessful may reapply
4. The ABC Fellowship cannot be awarded retrospectively.
5. The ABC Fellowship has specific eligibility criteria and applicants should ensure they check these carefully:
  - Applicants must be BOA members.
  - Applicants must have been an appointed consultant for less than 10 complete years on 1 January of the year the tour is due to commence.
  - Applicants must be available to travel during the spring of the year following their application. The tour is for approximately five weeks.

### *The Fellowship:*

1. The details of the locations visited during the fellowship change each time and will be notified to the fellows early in the year of travel
2. By accepting the ABC Fellowship, all candidates agree not to partake in any activities that will bring the BOA and/or the sponsors into disrepute.
3. The BOA accepts no liability for the actions of the candidates while on the ABC Fellowship, or for activities related to it.

### *After the Fellowship:*

1. Successful Fellows will become editors of the Bone and Joint Journal (BJJ). The BJJ will be in contact with successful Fellows to arrange this.
2. Following completion of the ABC Fellowship, the BOA requires each successful applicant to submit a report about their Fellowship:
  - Reports should be submitted within six weeks of Fellowship completion.
  - Reports should be of at least 500 words and, where possible, include several photographs of educational activities.
  - The BOA reserves the right to publish these reports on the BOA website, in its publications and for any other purposes as it sees fit.

### *Claims/funding:*

1. The fellow will have economy return flights to the USA/Canada funded by the BOA/BJJ.
2. The fellow will be able to claim the cost of their transfer to London using the BOA Expenses form (available to successful candidates). They will be expected to attend a BOA/BJJ dinner on the evening prior to departing for the fellowship. This dinner will be held in London and funded by the BOA and BJJ. Accommodation will be arranged for that evening and cost of transfer to departure airport for outward travel will be covered.

3. Successful applicants will be responsible for funding the cost of travel insurance and visas for the countries visited.
4. All other in country (Overseas) costs incurred will be met by the host country.
5. More details on financial arrangements will be provided to successful applicants.

*Processing of data:*

For the purposes of processing and assessing your application, your CV and covering letter will be shared with relevant staff and the shortlisting/interview panel members. The shortlisting/interview panel will include members of the BOA Executive Group (including the BOA President) and senior representatives from the Bone and Joint Journal, as the Journal sponsors the fellowship. You should not include your contact details on your CV or covering letter (because the BOA will already have these on the membership database) and you should also not include personal information such as date of birth. Please do check that your contact details are up to date in the membership database by accessing the BOA member portal and please ensure that the membership number you provide on your covering letter is correct.

The CV and covering letter that you provide will be retained electronically by the BOA as follows:

- successful candidate documentation to be retained for one year after completion of the fellowship;
- unsuccessful candidate documentation to be retained until all successful candidates have started their fellowships.

In our BOA membership records, we will record that you applied for a fellowship and whether you were successful – this information will be retained for the duration of your membership and for 6 years after (as our standard practice for membership records).

For information about our privacy policy, please visit: <https://www.boa.ac.uk/privacy-policy/>.