Sponsorship Application Guide

Read this guide in full before you prepare your application, and keep a copy for reference throughout your training. A companion **Application Form** is provided to help you assemble the required information — complete it alongside this guide.

CHIEN FOUNDATION

EXECUTIVE SECRETARY, SINGAPORE
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01 APPLICATION DOCUMENTS

The applicant is to write a cover letter of one to two pages indicating the reasons for the application including the type, details and duration of training required. The application should be accompanied by the following information:

(A) CURRICULUM VITAE

1. Personal particulars including DOB and marital status
2. Academic qualifications
3. Work experience and description of present work
4. Current work address & name of institution
5. Include a **CURRENT** passport photograph of yourself

(B) CURRENT CONTACT INFORMATION

All applications must include current information of the following:

1. E-mail and workplace addresses – The addresses should be current and candidate is obliged to keep the Executive Secretary updated at all times.
2. Mobile, home and office phone numbers

(C) TESTIMONIALS

1. Two testimonials or references supporting the application from superior or head of department or colleagues working in the same medical field.
2. A letter from the head of department, institution or hospital indicating approval for leave and training should the application be successful.
3. A letter signed by the applicant undertaking that you will return to your institution to continue your service there after completion of the training.

(D) LANGUAGE PROFICIENCY

Applicants from China must include in the application an English-language proficiency certificate from a qualified language center, or show proof that you are currently attending the course and will be able to submit the language proficiency certificate to us prior to commencement of your training. This rule does not apply to applicants who have applied for training in Hong Kong or China.

Applicants applying to be trained in Singapore are to observe the rules set by the Singapore Medical Council with regards to English language proficiency and qualifications.

(E) ACKNOWLEDGEMENT OF RECEIPT & AGREEMENT TO THE RULES IN THIS GUIDE
Applications must include a duplicate copy of page 3 of this SA guidelines duly signed as acknowledgement and agreement to the rules and requirements set out herein. The signed Acknowledgement & Agreement page of the companion Application Form serves this purpose.

02 LANGUAGE FOR COMMUNICATION

All applications and correspondences must be in English language.

03 COMMUNICATION

All applications and related correspondences are to be addressed to the Executive Secretary in Singapore. The detailed CV should be prepared in WORD format, whilst the testimonials can be in either WORD or PDF format. All documents are to be e-mailed to the Executive Secretary together with the cover letter.

Applicants and approved candidates must take note that all communication with regards to any and all matters or issues in relation to Chien Foundation sponsorship schemes and awards are to be sent directly to the Executive Secretary in Singapore. Candidates are not to ask or make use of the staff of OrbusNeich Medical (in which two of our Trustees have commercial interest) to pass or send messages, either directly or indirectly.

Chien Foundation is a non-profit organization, registered under the laws of Singapore, and is governed by a Board of honorary Trustees made up of a group of distinguished members from the medical community who take responsibility over the Foundation's decisions and activities. Candidates applying to Chien Foundation must accept the rules and guidelines set by the Foundation and respect the decisions of the Board.

Successful candidates who receive approval from Chien Foundation, and subsequently from the training institution, can expect to enter into direct communication with the training institution's administration department concerning documentary requirements and training approvals. Candidates must take responsibility to ensure that the following are observed:

i. All necessary qualifications and documentary procedures are complied with as required by the training institution and Medical Board, and originals of documents required for registration in the country of training are brought along. Candidates have the responsibility to check thoroughly to ensure that they are fully aware of, and can fulfil the complete list of conditions as set out.

ii. Candidates are to copy relevant correspondences with the training institution to the Executive Secretary in Singapore, and to keep her informed of the progress on the application to the training institution and the SMC.

04 WAITING PERIOD, INTERVIEW & SELECTION OF CANDIDATES

The Foundation does not make any commitment to approved candidates on the timing or availability of training positions. Training institutions have their own selections criteria and schedules. As such, candidates who have received approval for our sponsorship awards will also need to go through the selections process of the training institutions. Upon receipt of approval from the training institution, there will be another period of waiting for the processing of necessary training permits and related approvals which may take 4 to 6 months and will be arranged by the training institution with the co-operation of the approved candidate.

Chien Foundation selections meetings are normally held once a year. Wherever possible we will interview candidates prior to submitting their applications for our selections meeting. The purpose of the interview includes a check on the English-language proficiency, and to enable the candidate to understand the guidelines of the sponsorship awards including the following:

i. The indefinite waiting period.
ii. The proper channel for communication
iii. The procedures and documentary requirements to comply with following acceptance by the training institution.
iv. Reporting requirements for fellows both during and after the training stint.

05 FINANCING

This PCI Training Sponsorship award will provide fellows the amount of Singapore dollars four thousand (SGD4000/-) per month for the duration of the agreed training period, either six months or twelve months, to cover costs of accommodation, meals, transport and out-of-pocket expenses. Please state clearly if the Hospital that you are attached will be financing part of your training and include details of the financing received.

06 TRAINING POSITION

The Chien Foundation has arrangement with a few hospitals in Singapore, South Korea and the Netherlands for fellowship training of fellows. However, the individual training institutions will require fellows to satisfy their selections criteria, and offer and availability of training positions are at their discretion.

07 REPORTING OBLIGATIONS OF FELLOWS

(1) BIANNUAL TRAINING REPORTS

Trainees should prepare reports on the training received on a biannual basis. The reports should be approved and signed by the Training Supervisor and submitted to the Executive Secretary. The report should be in English language. A 'Training Report by Trainees' guidelines form is available f rom the office of the Executive Secretary.

(2) FINAL REPORT

At the end of the training program, a final report summarizing the training received should be prepared, signed by the supervising Trainer and submitted to the Executive Secretary, at least 7 days prior to departure from place of training.

(3) FOLLOW-UP REPORTS

After completion of training, the Foundation may require reports from the head/superior of your department, or from yourself, on the relevance and application values for the training that you received.

08 'LEAVE 'WHILST UNDER SPONSORSHIP

Chien Foundation does not provide for leave for fellows under training, with the single exception of medical leave which has to be approved by the Training Supervisor. All leave otherwise taken will not be entitled to the regular allowance.

09 EARLY TERMINATION OF TRAINING

Candidates approved for sponsorship are to complete their stipulated training period with the training institution. Unless prior written approval is obtained from Chien Foundation and from the training institution, and a valid reason in writing is provided for early termination of the training from the candidate's institution, candidates who terminate or leave their training before completion of the training period will not be provided with the Training Completion Certificate.

☐ I UNDERSTAND AND AGREE TO THE TERMS OF THIS SPONSORSHIP

Name

Date

Signature

SIGN HERE

Chien Foundation reserves the right to update and make changes to the above guidelines as necessary.