



**AUSTRALIAN SOCIETY OF MEDICAL IMAGING
AND RADIATION THERAPY**

FELLOWSHIP

GUIDELINES

January 2016

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**SECTION A:
INFORMATION FOR ORDINARY MEMBERS
OF THE INSTITUTE
DESIROUS OF ATTAINING FELLOWSHIP**

SECTION A. GENERAL INFORMATION FOR CANDIDATES

This section contains general information for candidates wishing to obtain guidelines on the requirements and conditions for obtaining the award of Fellowship.

1.1 INTRODUCTION

The highest category of Membership within the Australian Institute of Radiography is that of Fellow. Recipients of this award will have demonstrated an extensive knowledge of diagnostic imaging and/or radiation therapy.

What it means to an individual to be a Fellow of the Australian Institute of Radiography is difficult to encapsulate as the process and experiences to become a Fellow are unique for each individual member. The processes outlined in these guidelines allow for a variety of pathways to be followed that enable the member to both demonstrate their expertise and build upon their knowledge. Each member will produce a body of work and activities that is founded on their own unique knowledge, education, and skill set leading to their demonstration of their extensive knowledge of diagnostic imaging or radiation therapy.

1.2 ELIGIBILITY

1.2.1 Constitution

The Board of Directors (the Board) may elect members who have successfully completed the requirements for the award of Fellowship. Clause 6.5 of the Constitution defines eligibility of Ordinary Members desiring election as Fellows (previously Article 13 of the Articles of Association):

Item 6.5:

A Fellow:

- a) must have been an Ordinary Member for at least five years: and
- b) must be elected to the position of Fellow by the Board.

There is one method for fulfilling the requirements for attainment of Fellowship, this is by points accrual.

1.2.2 Overseas Members

Overseas members may seek advancement to Fellowship, all costs are to be met by the candidate.

1.2.3 The Fellowship Panels

All Fellowship Panel members must be Fellows of the Australian Institute of Radiography.

The control, process, supervision and evaluation relating to obtaining Fellowship status is under the auspices of a Fellowship Panel – one Panel for the Diagnostic Stream and one Panel for the Radiation Therapy Stream.

Each panel consists of three Fellows of the Institute and the Warden who administers the panel, all members being appointed by the Board. The Warden is appointed for a fixed term of three years and on nomination from the joint Fellowship Panels to the Board may serve two terms consecutively. Members of the Panels are appointed for a fixed term of two years and are eligible to serve a further two-year term, but are not

appointed for more than two terms consecutively. In special circumstances, where a shortage of suitable Fellows exists, the eligibility for a member to serve more than two terms may be extended by the Board.

Each year the Fellowship Panels recommend the successful Ordinary Members to the Board, which elects them to Fellow membership. The decision of the Fellowship Panel will be final and no discussion entered into.

1.3 PROCEDURE

Fellowship may only be attained by accumulation of points. A brief description for this is given in the following pages.

Candidates must tender a Fellowship Application Form and the appropriate fee once approval to proceed has been received. The application must be lodged in advance of the final submission.

1.3.1 Points Accumulation

Candidates must submit a précis of activities at least one year prior to the intended date of final submission. On approval of the précis and ratification of membership eligibility, the preparation for final submission can proceed. Included items must be no greater than five years old at the time of final submission.

1.4 EVALUATION

The points accumulation submission is evaluated by the appropriate panel, which may co-opt others to assist with assessment of particular segments. Final approval rests with the whole Panel. Additional adjudicators of suitable experience may assist in the evaluation of a submission based on accumulated points and may not necessarily be members of the Panel or of the Institute.

1.5 PRESENTATION OF DIPLOMAS OF FELLOWSHIP

On the occasion of the Institute's Annual Awards Dinner, successful candidates for Fellowship will be presented to the President by the Warden to receive their respective Diplomas of Fellowship.

1.6 EXPENSES

The appropriate fee must accompany the Fellowship Application Form prior to commencing the completion of the final submission for points accumulation.

All expenses incurred are borne by the candidate.

1.7 SYLLABUS

There is no explicit syllabus for Fellowship; however candidates are expected to have a thorough knowledge and understanding of professional practice at an advanced level.

To gain Fellowship status candidates are expected to demonstrate evidence of the following:

- considerable experience of a minimum of 5 years full time equivalence in the practice of diagnostic imaging or radiation therapy,
- academic candidates are required to demonstrate the links of their work with either modality of diagnostic imaging or radiation therapy.

- appreciation of the principles underlying radiographic or radiation therapy techniques (practice), as well as complementary and developing imaging or treatment modalities,
- ability to instruct and tutor staff/students effectively,
- ability to make a critical appraisal of modern equipment, techniques and trends in the practice of diagnostic imaging or radiation therapy and of departmental management and design,
- comprehensive reading of current texts and journals,
- original/analytical thought and/or research,
- high standards in written expression and information presentation.

1.8 ADVICE FOR CANDIDATES

All prospective Fellowship candidates are advised to:

- a) be aware of the principal provisions of relevant legislation in their own State covering the use of radioactive substances and irradiating apparatus;
- b) be aware that any Fellowship submission that intends to include a research component or any patient data will need to comply with privacy legislation and may need Ethics approval. Candidates should familiarise themselves with these requirements;
- c) ensure all presented materials comply with current State and Federal privacy legislation.
- d) familiarise themselves with trends in special investigations, treatment and equipment by visiting large teaching hospitals;
- e) read extensively books, journals and articles pertaining to techniques of diagnostic imaging, radiation therapy and allied modalities.
- f) undertake private study. Candidates are urged to avail themselves of added information. Be motivated by attending lectures and seminars related to their branch of the discipline. To organise study groups, inviting people with expertise in specific areas to address them as well as setting a topic for discussion and appraisal by the group, and
- g) consult with Fellows of the Institute for advice, guidance and support.

1.9 MENTOR

Candidates shall obtain the services of a mentor who should be familiar with the rigour of the Fellowship and the organisation and/or evaluation of presentations for points accumulation candidates.

It is recommended that the mentor be locally available to the candidate, be approved by the Fellowship Panel and preferably be a Fellow of the Institute. Advice on the recruitment of a suitable mentor is available from the Warden. Once chosen, the Warden should be notified of the mentor's identity.

**SECTION B:
INFORMATION FOR ORDINARY MEMBERS
OF THE INSTITUTE
DESIROUS OF ATTAINING FELLOWSHIP**

SECTION B PART 1: ADVICE FOR CANDIDATES

A successful submission should demonstrate an extensive knowledge of diagnostic imaging and/or radiation therapy. It is therefore vital that the submission demonstrates a depth and breadth of knowledge that must be evidenced by a range of activities.

1.1 INTRODUCTION

Candidates are strongly advised to carefully follow the information contained in this document, both in preparation for this approach and in presentation of the final submission.

1.2 PROCEDURE

Financial Ordinary Members, qualifying under Clause 6.5 of the Constitution, are eligible to apply for Fellowship under this provision.

Each candidate must submit to the Warden, at least 12 months prior to the intended date of final submission, a précis of activities as the basis for application. The Warden later notifies the candidate whether or not the submission, as outlined in the précis of activities, has been accepted by the Panel.

A précis is a summary of activities which have been completed and/or which are intended, based on the activities outlined in this section of the document. It provides the broad framework for candidate preparation towards Fellowship. Detailed below is a suggested format for a précis submission.

ACTIVITY	SPECIFIC ACTIVITY	POINT SCORE PER ACTIVITY
Post Graduate Study	Masters Degree in Medical Radiations (2013) TOTAL	60 60
Conference presentations	ASUM Conference (2010) e.g. Finding Seeds in the Prostate Vic Branch Presentation (2012) e.g. Radiation Doses in Angiography Hobart ASMMIRT (2013) e.g. Patient Information: Do We Get It Right? TOTAL	15 10 15 35
Completed Conference/Seminar Assignments	Hobart ASMMIRT Fellowship assignment (2013) Vic Branch Abdominal Imaging Fellowship Assignment (2010) TOTAL	15 10 25
Publications	Paper, e.g. Aortic Aneurysm (The Radiographer, 2012) Paper, e.g. CT Guided Biopsy (Journal of Medical Radiation Sciences, 2013) Paper, e.g. The MIT- Patient Relationship (The Radiographer, 2011) TOTAL	15 15 15 35
Original Research	Nil TOTAL	0 0
Poster	Best Practice Workflow in Radiology. Hobart, ASMMIRT (2013) Finding Foreign Objects. Sydney ASMMIRT (2012) TOTAL	10 10 20
Other items	Joint Publications Joint Research Workshops All other professional activities, to be listed to show a depth and breadth of knowledge and professional skill	
Possible maximum Score		175

Once notified, by the Warden, of acceptance of the submission, as outlined in the précis, the approved application form must be obtained from the Warden and submitted to the Executive Officer of the Australian Institute of Radiography, with the appropriate fee attached. The Warden later notifies the candidate that the application has been received and accepted on behalf of the Board.

Should the application be withdrawn prior to the Board's acceptance, the entrance fee will be refunded. Once the application has been approved, the application fee will not be refunded.

After acceptance of the précis of submission by the Panel, and ratification of eligibility from the Board, the Candidate proceeds with preparation of the final submission.

Final assessment will be made at the next normal meeting of the Panel following receipt of the completed submission.

The Warden will advise the candidate of a date of final submission, allowing time for circulation to individual panel members prior to the scheduled meeting. Completed points submissions must be received on or before October 1st to allow for the award to be made at the following annual conference. Extensions may be applied for if extenuating circumstances can be demonstrated. The Warden will notify candidates if an extension has been approved.

Three hardcopies copies or an electronic pdf copy of the complete submission must be forwarded to the Warden, who arranges for distribution to the Panel.

The full submission should demonstrate a comprehensive and broad knowledge base and should include details and proof that the candidate has achieved professional distinction through a variable combination of:

- successful completion of further studies and/or additional relevant qualifications,
- experience and expertise,
- active participation in group learning events,
- original thought and/or research,
- preparation and presentation of conference papers, and
- preparation and publication of professional articles.

The professional standard, nature and relevance of any of these parts and of the whole submission must be of a standard that will satisfy the Fellowship Panel. It is expected all work to be of a post-graduate standard.

1.3 CONTENT OF SUBMISSION

Candidates should be aware that points allotted by the evaluating Panel will depend upon the documentation submitted and any relevant co-authorship forms.

Candidates must submit the following as part of the final submission:

- (1) copies of papers/posters presented at approved conferences, including evidence of active participation by attendance certificate and/or conference/seminar program;
- (2) evidence of active participation in approved Conferences and Seminars, which should be obtained from Convenors. Active participation is defined as prescribed reading, attendance and completion of the prescribed assignment;

(3) copies of published articles; signed co-authorship forms applicable to multiple authored papers;

(4) documented evidence of successful completion of post-graduate study, including formal course synopses, a précis or abstract of any research project (mini thesis) undertaken as part of the post-graduate course and notarised copies of certificates;

(5) documented evidence of original research.

(6) resume/CV to evidence scope of practice.

No paper, postgraduate qualification or certificate of active participation should be more than five years old at the time of the final submission.

Candidates should nominate a Mentor who is familiar with the points accumulation mode. Such assistance should be accessible to the candidate and the Fellowship Panel should be advised of his/her identity. Advice on suitable Mentors is available from the Warden.

1.4 OPTIONS FOR GAINING POINTS

The final submission should demonstrate a broadening of expertise, experience and knowledge at a post-graduate level. The specific areas for consideration have been previously defined and the following options are given as examples with the maximum possible points indicated:

Options for attaining Points

- Post graduate qualification in a related or professionally relevant field approved by the Fellowship Panel:
 - Doctorate 70
 - Masters Degree 60
 - Graduate Diploma or other approved similar qualification 40
 - Graduate Certificate 20
 - Diploma of Medical Ultrasound 30
 - Certificate of Clinical Proficiency in Mammography 15
 - Certificate of Accreditation MRI 15
 - Certificate of Accreditation CT 15
- A paper presented at National/International Conferences 15
- An Article published in the Journal of Medical Radiation Sciences, The Radiographer, or other peer reviewed/refereed journal 15
- Co-authored published articles will receive a % dependant on activity of the Applicant.
- A paper presented at Branch Meeting 10
- Develop a MRLO module 10
- Organiser and presenter of an AIR approved workshop 15
- Active participation (Fellowship assignment) in ASMMIRT 15
- Active participation in approved other major conference or seminar 10
- Substantial, documented and/or published original research 25
- Poster presentation at a national conference 10
- Poster presentation at a state conference/seminar/user group meeting 5

Any activity which does not attain 50% of the available points for that activity would be deemed to have been completed at an inappropriate level for Fellowship and would therefore be ineligible for points accumulation.

Activity in fields not already listed above should be submitted as part of a précis to the Fellowship Panel for consideration and allocation of possible points.

Documented material must be submitted relating to each item presented for possible accumulation of points. The Fellowship Panel and co-opted advisers will assess each item for eligibility and allocation of points, based on the documented material.

The Panel will recommend admission of the candidate to Fellowship to the Board when the final submission is assessed to have satisfied the criteria of the accumulation of 100 points within a maximum period of five years as well as meeting the general requirements as outlined in Section A, 1.7.

1.4.1 Maximum Points Available

The points allocated for any activity are at the discretion of the Fellowship Panel.

A maximum number of points will be accepted in each specific area and duplication of material beyond the levels stated is not acceptable. The same/similar paper cannot be accepted as points claim for both publication and presentation.

Any duplication will automatically reduce the maximum possible points allocation on the subsequent piece of work in proportion to the overlap. Candidates should be aware that any duplication of work done as part of a post graduate qualification with other items submitted for points is subject to a points reduction relative to the amount of overlap.

Maximum Points

- Maximum points by means of Post-graduate qualifications **70**
(Maximum of two):
- Presentation of papers. **35**
(Maximum of three papers to be submitted of which at least one must have been presented at ASMMIRT) or a maximum of five co authored papers of which at least one must be have been presented at ASMMIRT.
- Articles published **35**
(Maximum of three papers to be submitted and at least one of which must have been in the Journal of Medical Radiation Sciences or The Radiographer and be peer reviewed) or a maximum of five co authored articles and at least one of which must have been in the Journal of Medical Radiation Sciences or The Radiographer.
- MRLO Modules **25**
(Maximum of 3 modules)
- Original research *(Maximum of two separate projects)* **45**
- Active participation in ASMMIRT or other approved seminars **35**
(Maximum of four)
- Poster presentations *(Maximum of three posters)* **20**
- Organise and present a workshop (*Maximum of three*) **35**

Activity in fields not already listed above can be submitted to the Fellowship Panel in a précis for consideration and allocation of maximum points before final submission.

It is mandatory that a submission must contain at least one paper presentation at ASMMIRT **and** at least one peer reviewed article published in the *Journal of Medical Radiation Sciences* or *The Radiographer*.

Candidates are advised to submit a minimum of 150 points based on the maximum scoring guidelines listed above (assuming no duplication of work). The Fellowship Panel will then score each activity out of the maximum score permissible. It is important to note that where co-authors exist the maximum permissible score will be reduced by the percentage involvement of the other authors. For example, if a paper forming part of a candidate's submission had 2 co-authors, with the candidate responsible for 50% of the work and the other 2 authors contributing the remaining 50% between them, then the maximum possible score for that paper would be 7.5 points (reflecting the 50% contribution of the co-authors). See the end of this section for a sample copy of the prescribed co-authorship form.

The table below indicates how the scoring in the various categories would be applied for a particular candidate's submission. This example represents a reasonably high level of activity and a submission of considerable breadth. It is not intended to be prescriptive.

ACTIVITY	SPECIFIC ACTIVITY (include paper/poster title)	POINT SCORE PER ACTIVITY	MAXIMUM POINTS PER ACTIVITY CATEGORY	CANDIDATE SCORE AT FINAL SUBMISSION
Post Graduate Study	Masters Degree (2013)	60	70	60
	Graduate Cert. Aromatherapy (2012)	20		0
	TOTAL	80		60
Conference papers	AIR ASMMIRT (2013)	15	35	8
	AIR Branch Presentation (2012)	10		5
	AIR ASMMIRT (2012)	15		9
	TOTAL	40		22
Completed Seminar Assignments	AIR ASMMIRT F'ship Assignment (2013)	15	35	8
	AIR ASMMIRT F'ship Assignment (2012)	15		9
	Vic Brachytherapy Fellowship assignment (2010)	10		6
	TOTAL	40		23
Publications	Paper (<i>The Radiographer</i> ,2011)	15	35	8
	Paper (<i>The Radiographer</i> , 2012)	15		8
	Paper (<i>Journal of Medical Radiation Sciences</i> 2013)	15		9
	TOTAL	45		25
MRLO Module	IGRT prostate	10	25	7
	TOTAL	10		7
Original Research	Nil	0		-
	TOTAL	0		-
Poster	ASMMIRT (2013)	10	20	7
	ASMMIRT (2012)	10		6
	TOTAL	20	20	13
Possible maximum score		225		150

1.5 SPECIFIC INSTRUCTIONS FOR INDIVIDUAL OPTIONS

The format for a points accumulation submission must represent a stand alone body of work and must contain all the required elements as per the guidelines below.

1.5.1 Postgraduate Education:

The Fellowship Panel must approve the qualification, its standard and relevance to the candidate's professional practice. A summary of the course syllabus and evidence of completion of the course must be submitted. Where the qualification has contained

a substantial research component a summary of the project (or mini thesis) should be included. The Fellowship Panel may request a full copy of a research project, mini thesis or assignments etc. completed as part of coursework to allow reference to other information contained in the Fellowship submission.

The points allocated for any qualification remain at the discretion of the Panel and will depend on the relevance of that qualification to professional practice.

1.5.2 Presentation of Papers:

Copies and comprehensive details of presentations at National/International conferences and Branch meetings must be provided as well as copies of certificates of attendance and/or the official program.

Diagrams, tables, all relevant referencing and other information including text of the oral aspect of the presentation must be included. The points allocated for each presentation will be dependent on the level of documentation and will remain at the discretion of the Fellowship Panel. The score will be determined by the content of the paper and the standard and professional relevance of the presentation.

All papers presented by AIR members at an ASMMIRT are automatically assessed as part of the conference adjudication process (See Section C Part 3). This documentation is forwarded to the Warden as the Chairman of the adjudication panels and is used to assess the relevance of the material at the time of presentation.

Papers presented at other conferences and branch meetings require that a process of adjudication be implemented or testimony be made by two adjudicators to ensure that there is evidence as to the content and relevance to the profession. It is the candidate's responsibility to initiate the adjudication of their paper via a request to the conference/meeting convenor. Adjudication slips can be obtained from the Warden or copied from page 31 of these guidelines. These slips are forwarded to the Warden after the meeting / conference by the convenor.

Points assigned for each paper will vary on venue and content and will remain at the discretion of the Fellowship Panel. However at least one presentation must have been made at an ASMMIRT.

1.5.3 Published articles:

Complete copies of published articles should be submitted. The points allocated for each published article will remain at the discretion of the Fellowship Panel and will be determined by the content, standard of the paper and the professional relevance of the publication.

At least one peer reviewed article must be published in the official AIR journal, the *Journal of Medical Radiation Sciences* or *The Radiographer*, and others published in peer-reviewed and/or refereed journals.

In all co-authored publications, the candidate must be the primary author.

1.5.4 Active Participation in Major Conference or Seminar through completion of an approved fellowship assignment:

Presentation of papers at these events has been addressed previously.

Points will not be allocated for attendance only.

By definition, active participation must include the following: -

- (a) full attendance throughout the program. A certificate of attendance (available from the Convenor) must be provided;
- (b) demonstrated knowledge of the prescribed reading list by inclusion of the list and reference to prescribed reading in the approved fellowship assignment;
- (c) satisfactory completion of the prescribed post conference/seminar Fellowship assignment;
- (d) documented proof of additional self directed learning should be provided in the reference material; and
- (e) evaluation report must be submitted.

1.5.5 Original Research:

Reports on original research must be on a subject related to the field of diagnostic imaging or radiation therapy. They must give evidence of original thought on the part of the candidate. Original work written by the candidate and already published may be submitted for consideration providing that it is not more than five years old at the time of final submission. Sufficient details should be given to allow another professional colleague to understand the principles involved, and if necessary to repeat the work. Appropriate reference to scientific and technical literature should be given wherever possible.

Reports on original research must be written concisely, contain appropriate diagrams and consist of a *minimum* of 5000 words.

The report should be typed in double spacing on A4 sized paper with numbered pages. It should contain the following:

a) Title Page:

The title page should include:

- title of report;
- authors name and qualifications;
- place of affiliation or address; and
- year of presentation.

b) Abstract: A short summary of the central theme should be written on a separate page immediately following the title page.

c) Table of Contents

d) Text: Illustrations and tables should be clearly numbered and inserted as close as possible to the relevant text. References in the text should direct the reader to the appropriate numbered illustration.

e) References: The candidate must cite the sources of all information, incorporating a bibliography and complete list of references.

One copy of the report is to be submitted within the binding folder of each copy of the final points accumulation submission.

If the research was undertaken in collaboration with other researchers, a completed co-authorship form must be submitted with the report.

1.5.6 Poster Presentations:

Comprehensive details of poster presentations at National/International conferences are required. Copies of certificates of attendance and/or the official program are to be provided.

The presentation in the submission must be documented in a format suitable for assessment of poster layout, text and all supporting data. A photograph or A4 print of the poster must be included. Additionally diagrams, figures, tables and relevant information panels should also be included.

The points allocated for each presentation will be dependent on the level of documentation and will remain at the discretion of the Fellowship Panel and will be determined by the content, standard and professional relevance of the poster.

All posters presented by AIR members at the ASMMIRT are assessed as part of the conference adjudication process (See Section C Part 3). This documentation is forwarded to the Warden as the Chairman of the adjudication panels. The documentation is used to check the relevance of the material at the time of presentation.

1.5.7 *Organiser and presenter of an AIR approved workshop*

Eligibility to claim recognition for organising a workshop requires that:

- the workshop must be approved by the AIR prior to conducting the event as evidenced by having been issued a CPD appellation
- the candidate must have delivered one or more presentations that contributed significantly to the workshop program
- the workshop program should have been evaluated through a participant survey that has assessed the quality of the delivered program
- The workshop must be of 1 hour duration or greater

Evidence required for submission:

- evidence of AIR approval of the workshop, ie AIR CPD appellation
- complete workshop program including presenters
- copy of the candidates presentation as per instructions for paper presentations (1.5.2)
- a summary of the program evaluation including evidence of the evaluation of individual presentations
- in the case where a workshop has multiple organisers the co-authorship form is to be completed allocating the % involvement of the candidate

1.6 PRESENTATION OF FINAL CLAIM

The guidelines for typing and overall presentation of research reports and for acknowledgment of sources should also be applied to each of the three copies of the final submission and their contents. More detailed information is contained in Section E.

Candidates should include full transcripts of published work and conference papers and where these were prepared under multiple authorship, the prescribed co-authorship form must be submitted and signed by the other authors, attesting to the candidate's level of contribution to the project.

Each copy of the submission should commence with a title page, and a formal letter of submission, followed by a table of contents, with a statement from the candidate detailing which option they wish each item to be considered under, and the number of points they believe each item may earn as part of the overall submission.

Candidates should include a resume/CV with the submission to show breadth and depth of scope of practice.

Duplication of material is not allowed e.g. conference papers that are subsequently published in a journal will be evaluated as a single item. Similarly, the Panel will evaluate serial publication on a single recurring theme on the basis of the "new" material contained in each item.

Temporary, but secure binders are encouraged, allowing easier access should a revision or addition be requested by the Panel.

Permanent binding, at the expense of the successful candidate, will be requested prior to the award of the Fellowship Diploma at the next Annual National Conference of the AIR.

1.6.1 Final Submission

The total submission should be of three copies, securely bound within durable folders and are to reach the Warden by the advised date of final submission (usually not later than October 1st in any calendar year). An extension, if granted, will usually move the date of the final submission ahead six months to the next scheduled Panel meeting.

1.7 RESULTS OF SUBMISSION

After ratification by the Board, the Warden notifies the candidate of the results of their submission. Failure to satisfy the evaluators does not preclude the candidate from submitting another presentation.

After permanent binding to the approved standard, two copies of each successful points accumulation Fellowship submission will be held by the Board and one copy will be returned to the candidate.

AIR Fellowship by Points Accumulation

**This declaration will remain confidential with the Fellowship Panel
of the Australian Institute of Radiography.**

Co – Authorship form

Candidates including work in their final submission that is co-authored need to have the other authors declare their portion of the authorship. In the event of multiple authors exceeding 4 then a declaration from the 3 principal authors on this form stating their involvement **and** a statement from one of those co-authors supporting the candidates claimed involvement will be accepted.

<u>Title of Work</u>	<u>Authors</u>	<u>% involvement</u>	<u>Signature</u>

Please Print

I **hereby confirm that** **as a co-author of the**
 (Co-author's name) (Fellowship candidate)

paper / published article /poster (cross out if not applicable)

entitled

was responsible for **% of this work.**

Signed **Date**

SECTION B PART 2: ADVICE TO CONVENORS OF MAJOR SEMINARS

This section outlines the conditions that must be fulfilled for seminars and workshops to receive approval for Fellowship Points. These approved seminars can be used as an activity in a points accumulation mode.

The Fellowship approval process requires circulation of all appropriate documentation to the appropriate panel for advice and approval. This requires compliance with the recommended time frames.

Candidates should ensure that approval has been obtained by the convenor, prior to proceeding with the required activities.

2.1 TO BE ELIGIBLE FOR FELLOWSHIP POINTS

Active participation in ASMMIRT or an approved major conference/seminar may obtain a maximum of 15 or 10 points respectively in a points accumulation submission for Fellowship.

The approval of the Warden and the relevant Panel must be obtained, in advance, for the conference/seminar and post seminar Fellowship assignment to be eligible for points. This requires that convenors comply with the time constraints, as documentation must be circulated to the relevant Panel.

In order to achieve approval, the convenor must present full documentation (including presenters CV) of the proposed program for the Fellowship session or seminar for consideration not later than four weeks prior to the date of the event. This is to allow circulation to panel members and to allow time for refinement of the proposal. Applications may be submitted by electronic lodgement or Fax. Convenors are advised to contact the Warden *early* to discuss requirements. Applications received after the time will not be considered.

Fellowship Panel approval of the session may then be advertised on the program and registration form.

The Fellowship Panel evaluates and decides the actual number of points given for any particular event/item, after examination of the fullest possible documentary evidence submitted by the candidate when he/she applies for Fellowship.

To be considered as a major conference/seminar the event should be:

- of at least 1 full day duration (or as part of an ASMMIRT)
- directly related to or applicable to diagnostic imaging or radiation therapy
- involving active participation which should include:
 - (a) pre-reading (this may be optional, dependent on the nature of the program),
 - (b) full-time attendance, and
 - (c) a 3000 word follow-up assignment, of a standard similar to that expected of postgraduate level students.

The convenor should advise presenters that they are required to provide a prescribed reading list and to ensure that an assignment has been prepared. If this is not possible the convenor must assume responsibility for fulfilling these requirement and may enlist assistance as required. It is preferable that the presenter also sets and assesses the post-session assignment.

2.1.1 Pre-reading

If applicable, the organiser may publish and distribute a recommended reading list for participant's background reading and preparation prior to the event.

2.1.2 Attendance

Delegates should be notified that their attendance for the entire Fellowship Session is mandatory in order to be eligible for Fellowship points.

The convenor/organiser should provide documentary evidence of the candidate's attendance and performance. Certificates of Participation are available to organisers from the Executive Officer if required. They should only be awarded to delegates on return of their assignment and not simply for attendance.

2.1.3 Assignment

A post-seminar assignment of a minimum of 3,000 words should be set for delegates to complete and return to the Warden of the Fellowship Panel by a specific time (usually within six weeks of the event). Such assignments are to be evaluated by the Warden/Fellowship Panel nominated assessor and returned directly to the candidate. The assessor may use the attached evaluation form as a guide.

Assignments should be set to allow demonstration of:

- postgraduate level of knowledge of the topic;
- wider reading and research pertaining to the topic;
- the value of attendance at the conference/seminar/workshop, to the delegate, in terms of knowledge gained; and
- an appropriate scientific writing style and presentation, including correct referencing format.

Assignment topics may:

- (i) relate to a specific topic/presentation if of sufficient depth/scope. In this instance, the presenter would be the most appropriate person to set the assignment topic and assess the submitted assignments. The conference/seminar organiser, or nominee, is responsible for liaising with the presenter and ensuring the administrative procedures are followed.
- (ii) relate to the whole program or a significant portion of the program if a suitable theme is identifiable. In this instance, the conference/seminar organiser should appoint a person with suitable experience/expertise in the program topic area to set and evaluate the assignments.

The following advice must be forwarded to the Warden of the Fellowship Panel, as soon as available, but no later than four weeks prior to the event:

- event title and detailed program;
- proposed assignment topic, including assignment question, length and due date;
- details regarding the relevant experience and position of the person; responsible for the evaluation; and
- pre-reading list, if applicable.

Organisers should note that the earlier approval is obtained for events, the earlier advertising and registration forms can include relevant details.

2.1.4 Documentation

Candidates wishing to attain Fellowship will need to keep records and documentation of pre-reading, assignments, assessments, certificates and material submitted at approved workshops/seminars. These are to be submitted to the Warden as part of the final submission.

2.1.5 Appeals

The appeals mechanism for non-approval of a seminar will be via the Board. Appeals will only be considered if they are unrelated to time constraints.

Fellowship Assignment Adjudication Matrix

<u>NAME</u>						
<u>Fellowship Session</u>						
ADJUDICATION MATRIX						
Writing Style	2 = Needs Improvement	4 = Fair	6 = Good	8 = Excellent	10 = Exceptional	Score
Writing standard						
Quality of manuscript, ie layout, text, use of images						
Use of Citations						
Assignment Content (max 70)	2 = Needs Improvement	4 = Fair	6 = Good	8 = Excellent	10 = Exceptional	Score
Introduction						
Aim of assignment (question)						
Methodology						
Literature Review						
Discussion						
Command of topic						
Conclusion						
Final score (max is 100)						

ADJUDICATION NOTES / COMMENTS (comments are required if scoring < Good rating)

Adjudicator:

Date:

Assignment ADJUDICATION MATRIX

Writing Style	2 = Needs Improvement	4 = Fair	6 = Good	8 = Excellent	10 = Exceptional
Writing standard	Poor quality of writing	Poor use of English, numerous grammatical mistakes, use of abbreviations without full listing within the text	Clear writing style but with some words used incorrectly. Technical jargon not defined clearly, and used appropriately in the context of article.	Good writing style. Clear and concise article. Considerate use of technical jargon.	Succinct elocution of entire article. Excellent use of the requisite scientific terminology. Very well written.
Quality of manuscript style	Not worth reading	Text has some cohesion, still a little too busy and disorganised. Attempt made to have ideas presented in a logical format. Doesn't follow scientific publication formatting. Text is too wordy	Text layout is good. Has a structured form to it, follows standard scientific publication format. Graphic placement still needs a little work. Information relevant and appropriate. Organised in a clear sequence.	Assignment detail well balanced and supported by graphics, Material is engaging, is accurate, varied and relevant. Follows standard scientific publication format.	Has excellent use of appropriate language and uses appropriate headings to guide the reader. Engaging and relevant information. Excellent details presented in a well organised manner.
Citations	Could not check the validity of the information being presented. No reference list shown.	Occasionally the correct citation format was used. Was able to find the sources of the information used.	Citation format used correctly throughout the article. Some graphics and quotations still lacked sources where appropriate.	Citations used correctly. Presented in the correct format with excellent information.	Credibility and authority of the information could not be argued. All information clearly identified and credited to the appropriate sources.
Assignment Content	2 = Needs Improvement	4 = Fair	6 = Good	8 = Excellent	10 = Exceptional
Introduction	No introduction provided	The introduction has some semblance of structure. Has a messy or incomplete direction.	The introduction is appealing to the reader. Has a defined sequence and flow. Still has an occasional element of direction lacking.	The introduction has clarity and brevity, and directs the reader in a coherent fashion.	Compelling introduction that conveys the overall topic and engages the reader immediately.
Aim of assignment	Hazy description of the aim or reason. Uncertainty as to what the assignment focus is.	Contains irrelevancies and the aim is not very clear. Does not really define the issues for discussion.	Has focus on the topic. Identifies the basic concepts to be discussed.	Identifies the topic with clarity. Demonstrates the key concept areas for discussion.	Topic is clearly identified and incorporates focus and direction.
Methodology	There is a lack of clarity with the topic, purpose is unclear and conceptually it is not developed.	The assignment is quite descriptive, but does not get to the point of the topic, and there is little comparison and contrasting of literature.	Demonstrates a broad brush view of the topic. Overall concepts and ideas are defined and discussed through the article.	Topic developed with clarity. Concepts are systematically defined and all elements are compared and contrasted.	The key concepts are clearly explained, defined, and systematically compared and contrasted throughout the assignment. Shows consistency in aligning literature with research
Literature Review	Minimal research into the literature. Content of assignment is wholly unsupported.	Research undertaken is superficial and limited. Sourced literature is obscure, outdated and not reliable.	Good scope of literature read. Has an awareness of the critical issues. The literature is sound, and shows evidence of analysis, reflection and critical thinking. Needs more depth and insight.	Evidence of wide, relevant and critical reading. Expresses concepts from the literature and supports the key ideas within the article. Good depth and insight of the literature.	Demonstrates evidence of wide critical reading. Is able to draw and synthesise information from own and others research. Outstanding summary of the published materials.
Discussion	There is a lack of clarity with the topic, and conceptually it is not developed. No reference to	The assignment is quite descriptive, but does not get to the point of the topic, and there	Demonstrates a broad brush view of the topic. Overall concepts and ideas are defined and	Topic developed with clarity. Concepts are systematically defined and all elements are	The key concepts are clearly explained, defined, and systematically compared and

	existing literature	is little comparison and contrasting of literature.	discussed through the article with good reference to existing literature	compared and contrasted.	contrasted throughout the assignment. Can show consistency in aligning literature with practical elements.
Command of Topic	Poor. Struggles often to use the correct words.	Possesses a limited command of material.	Demonstrates an acceptable command of the topic.	Has a sound command of topic.	Excellent command of the topic. Expresses ideas and concepts relevant to the topic.
Conclusion	No conclusion	Vague conclusion, unclear outcome	Conclusion given, but still leaves questions unanswered and did not support aim.	Conclusion supported the main ideas within the article. Offers brief glimpses of potential future direction / research.	Conclusion left no doubt in reader that the data unequivocally supported the aim of the research. Was able to present the immediate implications / applications to the workplace, and also future direction.
Final score (max is 100)					

FELLOWSHIP GUIDELINES

ASMMIRT Adjudication Matrix

<u>PRESENTER NAME</u>						
<u>PRESENTER ID & TITLE:</u>						
ADJUDICATION MATRIX						
Presentation Style	1 = Needs Improvement	2 = Fair	3 = Good	4 = Excellent	5 = Exceptional	Score
Vocal quality						
Quality of presentation, ie layout, colours, text, use of images						
Use of Citations						
Time management						
Presentation Content (max 70)	2 = Needs Improvement	4 = Fair	6 = Good	8 = Excellent	10 = Exceptional	Score
Introduction						
Aim / Reason Statement						
Methodology / Case study technique described						
Results / Literature findings / Case study application of technique						
Discussion						
Command of topic						
Conclusion						
Audience Response (max 10)	1 = Needs Improvement	2 = Fair	3 = Good (no questions)	4 = Excellent	5 = Exceptional	Score
Response to audience questions						
Audience engagement						
Final score (max is 100)						

ADJUDICATION NOTES / COMMENTS (comments are required if scoring < Good rating)

Adjudicator Name:

Signature:.....

Note:

Where unable to judge a specific category please score as a midrange value (3 or 6)

FELLOWSHIP GUIDELINES

ADJUDICATION MATRIX

Presentation Style	1 = Needs Improvement	2 = Fair	3 = Good	4 = Excellent	5 = Exceptional
Vocal quality	Difficulties with speaking clearly. Mumbles and does not project voice. Incorrectly pronounces terminology. Uneven pace	Difficulty with pronouncing some key words. Occasionally inappropriate use of technical jargon Some slang. Adequate pace and volume.	Clear presentation with some words not pronounced correctly. Technical jargon defined clearly, and used appropriately in the context of presentation.	Clear and concise presentation. Considerate use of technical jargon. Calm and confident	Succinct elocution of entire presentation. Excellent use of the requisite scientific terminology. Natural presenter.
Quality of presentation style Note: failure to de-identify patient data results in a zero score	Extremely cluttered, confusing slides. Uses the slides inappropriately, and does not have headings which make sense to the audience. Information disjointed or inadequate. No logical flow of information.	Slides have some cohesion, still a little too busy and disorganised. Attempt made to have ideas presented in a logical format.	Slide layout is good. Has a structured form to it. Graphic placement still needs a little work. Information relevant and appropriate to the audience. Organised in a clear sequence.	Slide detail balanced with the writing and graphics, and all space and headings used appropriately. Material engaging, is accurate , varied and relevant. Contains an introduction, main body and conclusion.	Aesthetically pleasing. Has excellent use of the space and uses appropriate headings to guide the audience. Engaging and relevant information for audience. Excellent details presented in a well organised manner.
Citations	Could not check the validity of the information being presented. No reference list shown.	Occasionally the correct citation format was used. Was able to find the sources of the information used.	Citation format used correctly throughout the presentation. Some graphics and quotations still lacked sources.	Citations used correctly. Presented in the correct format with excellent information.	Credibility and authority of the information could not be argued. All information clearly identified and credited to the appropriate sources.
Time Management	Completely overtime by a significant amount. Clearly has not rehearsed presentation.	Is overtime and presenter had insufficient time to complete all material and answer questions.	Adheres to time constraints. Is familiar with the equipment and was able to present all material. Just enough time to answer questions	Solid timing of material on each slide. Presenter has clearly rehearsed and was familiar and comfortable with equipment.	Impeccable timing. All slides given effective time. Speaker was able to take questions and interact with audience and maintain focus on content delivery.
Presentation Content	2 = Needs Improvement	4 = Fair	6 = Good	8 = Excellent	10 = Exceptional
Introduction	The introduction is lacking direction and does not focus and engage the audience. Chairperson not acknowledged	The introduction has some semblance of structure. Has a messy or incomplete direction. Chair not acknowledged.	The introduction is appealing to the audience. Has a defined sequence and flow. Still has an occasional element of direction lacking. Chair acknowledged.	The introduction has clarity and brevity, and directs the audience in a coherent fashion. Chair acknowledged.	Compelling introduction that conveys the overall topic and engages the audience immediately. Standard conventions met.
Aim / Reason Statement	Hazy description of the aim. or reason. Uncertainty as to what the presentation focus is.	Contains irrelevancies and the aim is not very clear. Does not really define the issues for discussion.	Has focus on the topic. Identifies the basic concepts to be discussed.	Identifies the topic with clarity. Demonstrates the key concept areas for discussion.	Topic is clearly identified and incorporates focus and direction.
Methodology Or Case study technique described	There is a lack of clarity with the topic, purpose is unclear and and conceptually it is not developed.	The presentation is quite descriptive, but does not get to the point of the topic, and there is little comparison and contrasting of literature.	Demonstrates a broad brush view of the topic. Overall concepts and ideas are defined and discussed through the presentation.	Topic developed with clarity. Concepts are systematically defined and all elements are compared and contrasted.	The key concepts are clearly explained, defined, and systematically compared and contrasted throughout the presentation. Can show consistency in aligning literature with practical elements.

FELLOWSHIP GUIDELINES

Results - Experimental OR Results Literature Review	Minimal results demonstrated from the research, no clarity to the results Minimal research into the literature. Content of presentation is wholly unsupported.	Results are limited and unclear Research undertaken is superficial and limited. Sourced literature is obscure, outdated and not reliable.	Acceptable amount of results with acceptable connection to the methodology Good scope of literature read. Has an awareness of the critical issues. The literature is sound, and shows evidence of analysis, reflection and critical thinking. Needs more depth and insight.	Good level of results presented, well linked to the methodology stated Evidence of wide, relevant and critical reading. Can express concepts from the literature and support the key ideas within the presentation. Good depth and insight of the literature.	Excellent results demonstrated with accurate alignment with stated methodology Demonstrates evidence of wide critical reading. Is able to draw and synthesise information from own and others research. Outstanding summary of the published materials.
OR Case study application of technique	Minimal description of the case being described	Basic information provided, unclear description of case	Good description of case, follows logical presentation of information	Good description of case, limited use of literature referencing	Excellent description of case with relevant linkages to literature references
Discussion	There is a lack of clarity with the topic, and conceptually it is not developed. No reference to existing literature	The presentation is quite descriptive, but does not get to the point of the topic, and there is little comparison and contrasting of literature.	Demonstrates a broad brush view of the topic. Overall concepts and ideas are defined and discussed through the presentation with good reference to existing literature	Topic developed with clarity. Concepts are systematically defined and all elements are compared and contrasted.	The key concepts are clearly explained, defined, and systematically compared and contrasted throughout the presentation. Can show consistency in aligning literature with practical elements.
Command of Topic	Poor. Struggles often to find words. Reads most of presentation.	Possesses an adequate command of material. Occasionally struggles to find words and place in document.	Material is expressed with occasional hesitation, but not a heavy reliance on notes.	Has a sound command of material. Presenter was prepared and knew their material.	Excellent. Does not read from notes or slides. Expresses ideas and concepts fluently in own words.
Conclusion	No conclusion	Vague conclusion, unclear outcome	Conclusion given, but still leaves questions unanswered and did not support aim.	Conclusion supported the main ideas within the presentation. Offers brief glimpses of potential future direction / research.	Conclusion left no doubt in audience that the data unequivocally supported the aim of the research. Was able to discuss the immediate implications / applications to the workplace, and also future direction.
Audience Response	1 = Needs Improvement	2 = Fair	3 = Good	4 = Excellent	5 = Exceptional
Response to audience questions If No questions = 3	Became flustered when asked clarification questions. Could not give an effective or clear response.	Was not able to give a clear and concise answer to the question asked.	Occasional inconsistencies with the response. Overall gave definitive answers to questions raised.	Answers showed thoroughness of knowledge on the subject.	Consistently offers a thorough knowledge of the content and able to express appropriate detail when necessary.
Audience engagement	Very little engagement of the audience. The delivery if material is purely through reading from notes. Audience disengaged. Demonstrates distracting mannerisms which distract from the presentation	An attempt is made by the presenter to connect with the audience via eye contact. Relies on visual aids to engage the audience. Talks to screen Incongruent body language vs verbal message	Good engagement with audience. Has mastered connection with the audience using eye contact. Uses a good range of visuals to engage the audience. Occasionally but inconsistently used hands and body movements.	Presenter engages with audience well. Connects on all levels and uses all mechanisms to get the message across. Engaging body language. Fluid movement and gestures, congruent with message delivered.	Audience completely mesmerised by the quality of the experience. Presenter has full control over all aspects of learning and has a physical stage "presence". Speaker appears comfortable and natural.

FELLOWSHIP GUIDELINES -

ASMMIRT Adjudication Matrix

<u>POSTER PRESENTER</u>						
<u>NAME</u>						
<u>POSTER ID & TITLE:</u>						
ADJUDICATION MATRIX 2016						
Presentation Style	1 = Needs Improvement	2 = Fair	3 = Good	4 = Excellent	5 = Exceptional	Score
Poster layout						
Clarity of text / Font selection						
Use of graphics						
Logical flow of poster slides						
Use of Citations						
Reference list						
Presentation Content (max 70)	2 = Needs Improvement	4 = Fair	6 = Good	8 = Excellent	10 = Exceptional	Score
Introduction						
Aim / Reason Statement						
Methodology/ Case Study technique described						
Results / Literature findings/application of technique						
Discussion						
Command of topic						
Conclusion						
Final score (max is 100)						

ADJUDICATION NOTES / COMMENTS (comments are required if scoring < Good rating)

Adjudicator Name:

Signature:.....

FELLOWSHIP GUIDELINES -

ADJUDICATION MATRIX

Presentation Style	1 = Needs Improvement	2 = Fair	3 = Good	4 = Excellent	5 = Exceptional	Score
Poster layout	Poor layout with information layout confusing, no logical sequence	Poster not eye catching but logical sequence to the layout	Poster layout is good. Has a structured form to it. Graphic placement could be improved	Poster detail balanced with the text and graphics, and all space and headings used appropriately. Material engaging, is accurate, varied and relevant.	Aesthetically pleasing. Has excellent use of the space and uses appropriate headings to guide the audience. Engaging and relevant information for audience	
Clarity of text / Font selection	Font size is too small, difficult to read, attempted to cram too much text into poster	Font size is small but is readable, attempted to cram too much text into poster	Font size is adequate for ease of reading, large amount of text used.	Font size is adequate for ease of reading, amount of text used could have been reduced and still convey the message	Good text size and font used, easy to read, amount of text used is appropriate to deliver the information clearly	
Use of graphics	No graphics used, patient details can be identified	Limited use of graphics to demonstrate the information needed	Some graphics used, not eye catching	Good use of graphics, graphics quality could be improved	Excellent graphics used to deliver the information	
Logical flow of poster slides	Extremely cluttered, lack of headings, Information disjointed or inadequate. No logical flow of information.	Some cohesion, still a little too busy and disorganised. Attempt made to have ideas presented in a logical format.	Organised in a clear sequence.	Organised in a clear and logical sequence.	Excellent details presented in a well organised manner.	
Citations	Could not check the validity of the information being presented. No reference list shown.	Occasionally the correct citation format was used. Was able to find the sources of the information used.	Citation format used correctly throughout the presentation. Some graphics and quotations still lacked sources.	Citations used correctly. Presented in the correct format with excellent information.	Credibility and authority of the information could not be argued. All information clearly identified and credited to the appropriate sources.	
Reference list	No reference list cited.	Limited reference list, does not use recognised format	Limited reference list, uses accepted format	Reference list included, formatting is variable and mixed types	Complete reference list matches the citations within the text, format of references followed a recognised method	
Presentation Content	2 = Needs Improvement	4 = Fair	6 = Good	8 = Excellent	10 = Exceptional	Score
Introduction	The introduction is lacking direction and does not focus and engage the viewer	The introduction has some semblance of structure. Has a messy or incomplete direction.	The introduction is appealing to the viewer. Has a defined sequence and flow. Still has an occasional element of direction lacking.	The introduction has clarity and brevity, and directs the viewer in a coherent fashion.	Compelling introduction that conveys the overall topic and engages the viewer immediately.	
Aim / Reason Statement	Hazy description of the aim. or reason. Uncertainty as to what the poster focus is.	Contains irrelevancies and the aim is not very clear. Does not really define the issues for discussion.	Has focus on the topic. Identifies the basic concepts to be discussed.	Identifies the topic with clarity. Demonstrates the key concept areas for discussion.	Topic is clearly identified and incorporates focus and direction.	
Methodology or Case Study Technique	There is a lack of clarity with the topic, purpose is unclear and	The poster is quite descriptive, but does not get to the point of	Demonstrates a broad brush view of the topic. Overall concepts	Topic developed with clarity. Concepts are systematically	The key concepts are clearly explained, defined, and	

FELLOWSHIP GUIDELINES -

Description	conceptually it is not developed.	the topic, and there is little comparison and contrasting of literature.	and ideas are defined and discussed through the poster.	defined and all elements are compared and contrasted.	systematically compared and contrasted throughout the poster. Can show consistency in aligning literature with practical elements.	
Results - Experimental	Minimal results demonstrated from the research, no clarity to the results	Results are limited and unclear	Acceptable amount of results with acceptable connection to the methodology	Good level of results presented, well linked to the methodology stated	Excellent results demonstrated with accurate alignment with stated methodology	
OR Results Literature Review	Minimal research into the literature. Content of poster is wholly unsupported.	Research undertaken is superficial and limited. Sourced literature is obscure, outdated and not reliable.	Good scope of literature read. Has an awareness of the critical issues. The literature is sound, and shows evidence of analysis, reflection and critical thinking. Needs more depth and insight.	Evidence of wide, relevant and critical reading. Can express concepts from the literature and support the key ideas within the presentation. Good depth and insight of the literature.	Demonstrates evidence of wide critical reading. Is able to draw and synthesise information from own and others research. Outstanding summary of the published materials.	
OR Case study application of technique	Minimal description of the case being described	Basic information provided, unclear description of case	Good description of case, follows logical presentation of information	Good description of case, limited use of literature referencing	Excellent description of case with relevant linkages to literature references	
Discussion	There is a lack of clarity with the topic, and conceptually it is not developed. No reference to existing literature	The poster is quite descriptive, but does not get to the point of the topic, and there is little comparison and contrasting of literature.	Demonstrates a broad brush view of the topic. Overall concepts and ideas are defined and discussed through the poster with good reference to existing literature	Topic developed with clarity. Concepts are systematically defined and all elements are compared and contrasted.	The key concepts are clearly explained, defined, and systematically compared and contrasted throughout the poster. Can show consistency in aligning literature with practical elements.	
Command of Topic	Poor. Struggles often to find words. Reads most of presentation.	Possesses an adequate command of material.	Has a sound command of the material but not clearly expressed.	Has a sound command of the material.	Excellent. expresses ideas and concepts fluently	
Conclusion	No conclusion	Vague conclusion, unclear outcome	Conclusion given, but still leaves questions unanswered and did not support aim.	Conclusion supported the main ideas within the poster. Offers brief glimpses of potential future direction / research.	Conclusion left no doubt that the data unequivocally supported the aim of the research. Was able to discuss the immediate implications / applications to the workplace, and also future direction.	
Final score (max is 100)						

**SECTION C:
ADVICE ON MANUSCRIPT FORMAT AND STYLE**

FELLOWSHIP GUIDELINES -

SECTION C: ADVICE ON MANUSCRIPT FORMAT AND STYLE

These guidelines are recommended for the preparation of presented papers, assignments, theses and published papers contained in written submissions for Fellowship.

1.1 INTRODUCTION

The following advice on the format and style of written submissions follows standard guidelines used for journal publications. Candidates should therefore need to make only minimal changes to items in submissions to meet the publication guidelines of the Institute journal.

1.2 GENERAL: PAPER SIZE, TYPE STYLE AND FORMAT.

Fellowship submissions should be presented on white A4 size paper, with type on one side only. The typeface should be 12 point New Times Roman or the nearest available equivalent. Margins (left, right, top and bottom) should be at least 2.5 cm. The text should be set to right and left justification. Text must be 1.5 or 2.0 line spacing, with an extra line between paragraphs. Do not indent the first line of paragraphs. Each page of the submission should be numbered consecutively in the top right hand corner, beginning with the title page and ending with the last page of illustrations.

1.2.1 *Order of Parts*

In general submissions should be organised in the following order (unless otherwise specified);

a) Title Page: including the title of the paper (or other) and the candidate's name and postal address.

b) Abstract page: (if appropriate), including the title and an abstract of approximately 200 words.

c) Text: which should include an introduction under that heading and, similarly, a conclusion or summary. Symbols, abbreviations and special characters must conform to recognised standards. Do not use footnotes.

d) List of References: using the Vancouver system, references must be listed in order of appearance within the text.

e) Tables and Figures: should not be included in the text, but, presented on a separate page, and be numbered in order of its mention in the text, with the figure or table number, caption and reference (if appropriate) clearly shown.

Candidates should retain a copy of all submitted work. The Fellowship Panel cannot accept responsibility for loss or damage.

1.3 SUBMISSION SPECIFICATIONS AND PUBLICATION STYLE

1.3.1 *Title Page*

The title page should include the title of the paper, the full name, affiliation and mailing address of the candidate. Affiliations generally contain the division or department of an institution as well as the institution name and location.

FELLOWSHIP GUIDELINES -

1.3.2 Abstract

The abstract reports the essential information contained in the paper, including the purpose, methods, results and conclusions. Speculations should be identified as such. If possible avoid using sentences which tell the readers what 'is described' or what 'is discussed'. As in the text of the paper, try to use concise sentences with verbs in the active voice.

The abstract should be a single paragraph of approximately 200 words.

1.3.3 Text

a) Subheadings

Always use subheadings to denote a paper's major divisions such as introduction, summary or conclusion and list of references. Other subheadings will be used depending on the topic. Generally you may use three levels of headings in the text. In addition to the introduction and the other sections listed above (level 1 subheadings), candidates are encouraged to use appropriate subheadings in the body of the text. Where more than one level of subheadings is used, the distinction between them should be made clear.

Do not use section numbers with subheadings unless they are cross-references in the text. For cross-referenced subheadings, use the 'decimal' system; 1.1, 1.1.1, etc.

b) Figure and Table Citations

Each figure and table must be cited at its appropriate point in the text as, for example, figure 1, figure 2a, table 1 etc. Citations must be in numerical order.

c) Equation Numbering

Displayed equations that are referred to in the paper must be numbered consecutively, with the number in brackets to the right of the equation.

d) Appendices and Footnotes

If possible avoid the use of appendices or footnotes. Appendix and footnote information must be worked into the text or excluded.

e) Spelling and Abbreviations

Always use Australian spelling rather than British or American (program, analyse, etc.), and where alternative spellings exist, use the *Macquarie Dictionary* to establish the preferred spelling.

Use minimal capitalisation. Use lower case for figure, table and section citations in the text: figure 1, table 1.

Identify abbreviations where they are introduced. Do not abbreviate names of organisations in lists. Names of months may only be abbreviated in tables, however, the months March through July must always be written out in full.

Do not use symbols as a substitute for words in text. For example, in text, write out the words 'asterisk', 'plus or minus', and 'greater than', rather than using the symbols.

FELLOWSHIP GUIDELINES -

f) Type Style

Do not highlight words or phrases in text by using bold face, italics (unless referring to the name of a publication) or underlining. Convey emphasis by explicit statements, not by typographical devices.

g) Quotations

Quotations of thirty words or less may be contained within the text, while longer quotations should be set as a new paragraph. Quotations should be enclosed within single quotation marks (double quotation marks are used for quotations within quotations). Reproduce quoted matter exactly as it appears in the source document (See also 'References').

h) Units of Measure

All quantities must be in metric units. Where non metric specifications are used, metric equivalents must be included.

Candidates are advised to use the International System of Units (SI). The following guidelines apply:

1. Do not use a period with SI symbols except at the end of a sentence.
2. Use a space instead of a dot or hyphen for unit products: mGy cm
3. Use negative exponents instead of slashes for unit ratios; $W\ m^{-2}\ ^{\circ}C^{-1}$, $W/m^2/^{\circ}C$.
4. Write out units of measure when they are not preceded by a numerical value: 24 m s⁻¹, but 'a few metres per second'.
5. Multiples and sub-multiples of SI units may be used.

i) Numbers

Dates should be presented as 1 January 1995. Ranges may be abbreviated in the following manner: 1956-58; pp. 291-4 (but pp. 210-16).

Insert a zero before the decimal point in a number less than unity: 0.002 not .002. Use commas in numbers of five or more digits. Do not use a comma in a four-digit number unless the comma is needed for alignment in a column.

Do not spell out numbers that precede units of measure (5%, 3 days, 0.01m) except at the beginning of a sentence, in which case the unit of measure is also spelled out. Do not spell out numbers implying arithmetical manipulation: a factor of 7, an increase of 5 times.

Do spell out numbers less than 10 having no arithmetical implication (the four pages of the manual, more than two experiments), ordinals (first, not 1st), and any number that directly precedes or follows a numeral (ten 2-m strips, 136 two-hour intervals).

j) Mathematics

All mathematical characters in the submission that are available on a standard word processing computer program or type writer must be type written in displayed equations as well as in the text. Use Greek or math symbols typefaces.

FELLOWSHIP GUIDELINES -

Ensure that variables, vectors and the like are typed in the correct style.

Clearly place subscripts and superscripts in their appropriate positions. To avoid overlapping, type subscripts to precede superscripts: b_1^2 .

For exponentials, use exp. rather than e if the argument of the exponential is complicated or lengthy. Fractional exponents should be used instead of radical signs. Avoid awkward fractional compositions by using negative powers. In the text, use shilling-mark fractions (1/r) and enough parentheses, brackets, and braces to avoid ambiguity. Use them in the order: $\{[()]\}$.

1.3.4 References

The purpose of the reference list and the style of citation is to enable the reader to locate cited literature as easily possible; accurate and complete references are therefore crucial.

Misspelled names, incorrect dates, or missing publisher locations defeat the purpose of the list and cast doubt on the reliability of the information. When in doubt, include too much information rather than too little.

The submission should use the same referencing system as the *Journal of Medical Radiation Sciences* which is currently the Vancouver style of referencing. A full description of the author-date system is provided in the *Style Manual for Authors, Editors and Printers* (2002), 6th Edition, Australian Government Publishing Service Press, Canberra. This reference book is highly recommended.

a) Textual references

Cite references by the last name of author and year of publication in brackets: (Jones 1995); cite two authors as (Johanson & Jones 1995), and three or more authors as:(Jones et al. 1995).Cite references that have no individual authors by the sponsoring organisation: (CSIRO 1995).

References from several years by the same author should be cited as: (Jones 1993, 1995); and multiple publications in the same year by the same author should be cited as (Jones 1993a,b). When referring to a number of sources, the authors should be cited as : (Smith & Wesson 1989; Olsen et al. 1993; Jones 1995. Unpublished works should be cited: (Jones, unpub.) or Jones (unpub) argues....

Generally citations should be placed at the end of a sentence (before the concluding punctuation). However, if the sentence is long and the citation refers to only part of it, the citation should be placed at the end of the relevant clause. Where the author's name is integrated in the text, it must be followed immediately by the year of publication: Jones (1995) indicates...

If you referring to a specific part of a reference work or use a direct quotation, the citation must include the details: (Jones 1995, p. 5); (Jones 1995, table 8). Do not include these details in the reference list.

For information about how to present citations for references to other kinds of sources refer to the *Style Manual for Authors, Editors and Printers* (2002), 6th Edition, Australian Government Publishing Service Press, Canberra.

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b) Reference list

It is the candidate's responsibility to provide a list of references for any paper in which the author-date system has been used to make reference to any published or unpublished sources. The list should include the details only of those works cited in the text.

References must be organised by author surname or source name in alphabetical order. Do not abbreviate article, book or journal titles, or sources names. Only well-known abbreviations (e.g. CSIRO) may be used in textual references and reference lists.

Book References should include:

- author's name and initials or given name;
- year of publication;
- title of publication;
- title of series, if applicable;
- volume number or volume numbers , if applicable;
- editor, reviser, compiler or translator , if other than the author;
- publisher;
- place of publication; and
- inclusive of page number/s (only when referencing complete articles or chapters in books).

References to articles in journals and periodicals should include:

- author's name and initials or given name;
- year of publication;
- title of article;
- title of journal or periodical;
- title of series , if applicable;
- place of publication, if applicable;
- volume number , if applicable;
- issue number or other identifier; and
- inclusive of page numbers.

Papers presented at conferences or meetings which have been published as proceedings are cited in the same way as contributions to multi author books. Unpublished papers should be listed in the following manner:

- author's surname and initials or given name;
- year of presentation;
- title of paper; and
- occasion, place and date of presentation.

For a full description of what information should be included for references to the sources, or where the publication information for referenced books and journals is not straight forward, refer to the *Style Manual for Authors, Editors and Printers*. (2002) 6th Edition, Australian Government Publishing Service Press, Canberra.

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1.3.5 Figures: Graphs, Diagrams and Photographs.

All illustrations, including graphs, diagrams and photographs, are referred to as figures. All figures should be consecutively numbered and be concisely captioned underneath the figure. References must be made to them within the text of the submission, using figure 1, figure 2, etc.

(a) Graphs and Diagrams

Graphs or diagrams should be in colour or in a clearly visible B&W printed format, with neatly presented lettering.

(b) Photographs

Areas of interest in photographs or illustrations should be highlighted with text embedded or overlaid as part of the image.

(c) Tables

Tables must be typed exactly where they occur in the text if there are only a few of them, and if they are only simple. Large detailed tables should be set separately and keyed to the textual references as tables 1, table 2, etc. A space must always be inserted above and below a table incorporated in the text. As with figures, tables must be concisely captioned above the table.

Tables should be set out as clearly and simply as possible. Do not use vertical rules and keep horizontal rules to a minimum.

1.4 TEMPORARY BINDING FORMAT

The format of the final submission may be delivered in either hardcopy or electronic format.

1.4.1. Document Checklist

Activity	Documents Required
Post Graduate Study	Certificate of award (certified copy)
	Course syllabus
	Thesis (if research based)
Presentation	Presentation including slides and script
	Conference program
	Certificate of participation
Poster	Poster in A4 format, may used multiple pages
	Conference program
	Certificate of participation
Published Article	Copy of published article
	Statement of acceptance of article if not yet in print
Fellowship Assignment	Assignment Question
	Assignment
	Certificate of participation
	Adjudication score sheet
Original Research	Thesis
Organising a Seminar or Workshop	Seminar program
	Presentation including slides and script
	Proof of AIR approval of the Seminar or Workshop

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	Evidence of program evaluation
where appropriate	Co-authorship form

1.4.2. Hardcopy Submission

Three (3) copies of the submission should be bound in a temporary binding, which must be strong enough to prevent damage during the process of handling or postage.

Post the 3 copies to:

**Fellowship Warden
Australian Institute of Radiography
PO Box 16234
Collins Street West
Victoria, 8007**

1.4.3. Electronic Submission (as an alternative to hardcopy)

All documents that would be included in a hardcopy submission can be submitted electronically by converting hardcopy and electronic documents into PDF documents.

Create individual PDF documents for each section of the submission:

- Section A: Introduction, précis, index, CV
- Section B: Postgraduate study
- Section C: Conference/meeting presentations
- Section D: Conference Posters
- Section E: Published articles
- Section F: Fellowship assignments
- Section G: Original research
- Section H: Organising a Seminar/Workshop
- Section I: Other

Only include those sections that are relevant to your submission.

The candidate is to contact the Warden to obtain instructions on the submission process. Upon receipt of the submission the Warden will verify that all documents have been received.

The Fellowship Warden will verify that the submission package has included all of the necessary documentation required by the Panel.

Following the decision from the Panel original copies shall be bound in a form approved by the AIR. The successful candidate will be advised of any corrections to be made prior to binding and will be requested to permanently bind three copies of the successful thesis.

The approved form of binding is described in Section E, 1.5 below.

Permanent binding of the successful points accumulation submission is to be completed, at the candidate's own expense, prior to the award of the Fellowship Diploma at the next Annual Awards Ceremony of the A.I.R.

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Unsuccessful submissions will be returned to the candidate.

1.5 FINAL BINDING FORMAT –

The approved form of binding will include a full cloth stiff cover of royal blue. It should be stitched and bound in hard cover by a professional bookbinder.

The front cover should contain the following;

Lettered in gold starting from the top and reading downwards: the title of the publication, the author's initials and surname, the title of the award (Fellowship), the year of submission and the letters AIR.

The spine should contain:

Lettered in gold starting from the top and reading downwards: the title of the publication, the author's initials and surname, the title of the award (Fellowship), the year of submission and the letters AIR.

Advice on previously utilised bookbinders may be obtained from the Warden or the Executive Officer.

The Board will hold two copies of each submission considered satisfactory for Fellowship. One copy will be returned to the candidate - the candidate's copy only can be leather bound if preferred.

**SECTION D:
INFORMATION ON DUTIES FOR MEMBERS
OF THE FELLOWSHIP PANELS**

FELLOWSHIP GUIDELINES -

SECTION D: DUTIES OF THE FELLOWSHIP PANELS

This section outlines administrative responsibilities of Panel members in relation to the nominated position as a Fellowship Panel Member.

The Panels may meet as individual entities for Diagnostic Radiography and Radiation Therapy and/or as the Combined Panels for more general issues.

The duties outlined are matters relating to the organisation for assessment for Fellowship of the Institute and to the administration of the Fellowship process.

1.1 DUTIES OF FELLOWSHIP PANELS

The duties of each Fellowship Panel are:

- a) to receive from the Warden a statement of the number of candidates who have been accepted by the Board as eligible to present for Fellowship in either Diagnostic Imaging or Radiation Therapy;
- b) to receive from the Warden and assess documentary evidence for points accrual submissions.
- c) to finalise the results of assessment of each points accumulation submission, at the next meeting of the Panel (or teleconference) after receipt of the completed points submission;
- d) The Warden will advise the candidate of a date of expected final submission, allowing for circulation to individual Panel members in preparation for the next scheduled Panel meeting.
- e) at each meeting of the Panel, to receive from the Warden a précis of any points accumulation application submitted. Additionally to determine if the content and subject matter of the précis is acceptable or otherwise, for submission the following year, and to advise the Warden of any recommended changes;
- f) to encourage prospective candidates towards the attainment of Fellowship and to actively promote the Fellowship process;
- g) at the request of the Warden to participate in the periodic review of the Guidelines.

**SECTION E:
INFORMATION FOR THE WARDEN OF THE
FELLOWSHIP PANELS**

FELLOWSHIP GUIDELINES -

SECTION E: INFORMATION FOR THE WARDEN OF THE FELLOWSHIP PANELS

1.1 ELECTION

A Warden is elected by the Board to hold office for a period of three years and on nomination from the Fellowship Panel to the Board may serve two terms. The Warden is a Fellow of the Institute, and is familiar with Fellowship procedures.

The name and address of the Warden is included in the list of office bearers published in "*Spectrum*". (The Executive Officer informs the Editor accordingly.)

All prospective candidates for Fellowship apply to the Warden for information and application forms.

1.2 DUTIES

These duties are relevant to both therapy and diagnostic panels.

The duties of the Warden are:

1. To provide general information to applicants and to send out application forms as requested.
2. (a) To notify the candidate, as soon as possible of the Panel's acceptance (or otherwise) of their application.

(b) To notify the candidate, as soon as possible, of the receipt of the formal application. The Executive Officer forwards the application to the Warden after payment, by the candidate, of the specified fee and processing/ratification of the basis for application.
3. To receive the précis of submissions for points accumulation method and distribute to Panel and notify each candidate of Panel's decision
4. To convene and preside at meetings of the Panel.
5. To inform the Panel of the number of candidates who have been accepted as eligible by the Board to present for Fellowship in either Diagnostic Radiography or Radiation Therapy.
6. To receive documentary evidence from candidates participating in the points accumulation system, by the advised final submission date for each Panel meeting and to distribute these to the Panel for assessment.
7. To make a report as Chairman of the Panel and to communicate it to the Board (see also 19. below).
8. To notify each candidate forthwith who has failed to satisfy the requirements of the Fellowship Panel in order to be nominated as a Fellow of the Institute. A copy of this notification is to be sent to the Executive Officer for his information and record.
9. To notify the Board of candidates who have fulfilled the requirements for Fellowship and to seek ratification by the Board of their election to Fellowship, prior to any public disclosure of achievement.

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10. On the occasion of the Annual Awards ceremony to present successful candidates to the President in order that they may receive from their respective Diplomas of Fellowship.
11. To report to the Board on the year's activities and on the operation of the procedures laid down, drawing attention to any difficulties which may have arisen, and making suggestions for possible improvements. This report shall be submitted to the Board not later than November 15th.
12. In conjunction with the Board of Directors, to monitor the terms of office of individual panel members and the Warden, in order to manage succession planning.
13. To act as the Chairman of the adjudication panels at the ASMMIRT.

1.3 WARDEN'S FELLOWSHIP SCHEDULE

Unless otherwise stated, the dates shown are in each case the latest date by which the requirement shall be met.

Date Requirements

March 1	First deadline for completed points accumulation submissions.
May 31	Probable latest date for notifying candidates of acceptance or rejection of modified syllabi and proposals.
October 1	Deadline for completed points accumulation submission.
October 31	The Warden submits a report to the Board. This should describe all activities associated with Fellowship during the year.
November 1	Panel to hold final meeting to prepare recommendations on points accumulation submission.
November 15	Warden to recommend to the Board the candidates recommended for election as Fellows.
December 1	The Board ratifies election of Fellows and notifies Warden and formally notifies successful candidates.
December 31	Candidates to be notified of the results of their Fellowship submission.

NOTES:

- Applications and précis from prospective points accumulation candidates may be received at any time during the year. They should be processed at the next meeting of the appropriate Panel or via mail distribution if the delay to the next meeting is considered excessive.
- Large volumes of work may necessitate the organisation of extra ordinary Panel meetings, usually by Teleconference.

**SECTION F:
INFORMATION FOR PERSONS ACTING AS
MENTORS TO ORDINARY MEMBERS OF
THE INSTITUTE PREPARING FOR
FELLOWSHIP**

FELLOWSHIP GUIDELINES -

SECTION F: RECOMMENDATIONS AND ADVICE TO MENTORS OF CANDIDATES

1.1 PERSONS ELIGIBLE TO BE MENTORS

Mentors should preferably, be Fellows of the Australian Institute of Radiography.

It is preferable that the mentor be knowledgeable in the discipline in which the candidate proposes to attempt to gain Fellowship.

The mentor should be locally available. Local availability should take preference over the particular discipline qualification.

The mentor should be experienced in the preparation or evaluation by the points accrual method by which the candidate moves towards the advancement to Fellowship.

The name and qualification/s of the proposed mentor must be submitted to the Warden of the Fellowship Panel, together with the candidate's application to obtain Fellowship by whichever method. The Panel may approve (or disapprove) the nominated mentor.

In the event a candidate is unable to secure a mentor, the Warden can assign a member of the Fellowship panel to advise that candidate.

1.1.1 *Role of Mentors Generally*

The role of mentor should be that of a trusted and experienced adviser, rather than that of a tutor. The latter role may be taken up by the mentor to whatever degree the candidate desires. It is emphasised that all avenues to Fellowship of the Australian Institute of Radiography are intended to be through the candidates' high level of self-motivation and private study. A mentor should be aware of all the regulations and deadlines that must be met by the candidate.

The mentor should check the candidate's awareness of these deadlines and confirm that they have or will be met some fourteen days before each deadline.

Similarly, the mentor should be aware of, and confirm with, the candidate that appropriate responses have been received from the Warden.

The mentor should be able to advise on recommended reading strategies. All candidates should be encouraged to prepare a schedule of reading and study with more emphasis on recent journals than on textbooks.

It is desirable that mentor and candidate meet on a regular basis. Meetings should review deadlines, progress in reading and preparation. Attempts should be made to determine the validity of the study being undertaken and the depth of understanding of the candidate.

All correspondence or contact with the Warden should be by the candidate except when the mentor wishes clarification of his/her role.

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1.2 MENTORS TO CANDIDATES

The general advice to mentors applies.

The mentor's advice as to the appropriate post-graduate courses may be required. Candidates may need assistance to devise a program of reading, attendance and participation in conferences and workshops so that at time of claiming points, no material is more than five years old. Similarly, mentors should be able to advise on suitability of previous and proposed publications or papers presented at conferences. For these the candidate should be encouraged to obtain from conferences, workshop or branch meeting organisers, evidence supporting the claim that such papers were delivered.

The mentor may need to advise the candidate regarding the procedure for achieving the participatory points for conferences and workshops. It may prove necessary, prior to such workshop, etc. for the candidate to contact the convenor to obtain the necessary pre-reading instructions.

The mentor may need to keep in mind the limitations imposed by the combination of the table of maximum points that may be granted for each type of presentation and the maximum points available for the number of presentations of any one type.

It is suggested that the mentor and candidate, when preparing the program of reading, conference attendance, publication, etc. should adopt a conservative approach to point scoring and refer to the appropriate section of the guidelines.

The guidelines for binding and initial presentations of theses should be applied to any mini thesis and to the claim as a whole, i.e. the mini thesis should be separately bound but included in the whole. There should be 3 such binders of all material. Guidelines are available from the Warden.

The above submission should include the candidate's claim of points for each item and in total.

It is desirable that the mentor reviews the whole submission with the candidate prior to forwarding to the Warden by 1st October in the year of final submission.