HONG KONG COLLEGE OF PAEDIATRICIANS
HM LUI MEMORIAL FUND

Guidance Notes for Local Fellowship Award Applications

1. Aim

This is a prestigious award to assist paediatricians to undertake postgraduate training and research in any field, preferably paediatric liver diseases and gastroenterology in overseas countries.

2. Nature of Award

2.1 The tenure of the award ranged from 3 months to 12 months depending on applicant's situation;

2.2 The award will cover:

(i) Round trip airfare (economy class) for the holder by the most economical route;
(ii) a monthly allowance of HK$12,000 - HK$15,000;
(iii) reimbursement of course fees and books up to HK$6,000.

3. Country of Study/Training

Any overseas countries. The applicant is responsible for securing the training post himself/herself.

4. Eligibility

The applicant should normally:

(i) be aged below 40 years;
(ii) be a Hong Kong Resident;
(iii) currently working in Hong Kong SAR as a paediatrician;
(iv) nominated by the Department Head of his/her working institution;
(v) has demonstrated high academic/clinical achievements or potential;
(vi) has demonstrated proficiency of English.

5. Application

5.1 **Application forms** are available from College Website or:

HM Lui Memorial Fund
c/o Hong Kong College of Paediatricians
(Attention: Ms Heidi CHU)
Room 801, Hong Kong Academy of Medicine Jockey Club Building

99 Wong Chuk Hang Road, Aberdeen, Hong Kong

Tel: (852) 2871 8769 Fax: (852) 2785 1850

5.2 The following **supporting documents** must be submitted with the application form:

(i) certified true copies of the relevant diplomas and certificates;
(ii) relevant correspondence if available from overseas centers confirming acceptance of training;
(iii) Form of Proposal duly completed by the Department Head;
(iv) Confidential statements from two referees.
To avoid conflicts of interest, referees who are Board Members of the HM Lui Memorial Fund shall **NOT be considered*.

5.3 Only one application will be accepted from any institution.

5.4 Applicants should send their fellowship award applications to the College Secretariat **at least five weeks** before training commencement.

5.5 The applied training must commence within six months of the notification date of application result to the applicants.

5.6 The duly completed application form with the supporting documents should reach HM Lui Memorial Fund c/o Hong Kong College of Paediatricians not later than the deadline.

5.7 Confidential Statements of the referees may be sent either with the completed application or separately to HM Lui Memorial Fund c/o Hong Kong College of Paediatricians by the referees under confidential cover to reach Hong Kong College of Paediatricians' office.

6. Deadline

The deadline of application is **26 June / 27 November 2026.**
(*If the quota is filled by 26 Jun 2026, no further applications will be accepted).*

7. Vetting Procedures and Assessment Criteria

7.1 Upon receipt of all the necessary documents, applications will be vetted by the College Secretariat.

7.2 Upon application for fellowship award, applicants are required to declare that their applications did not and will not obtain subsidies from other local or/and overseas funding schemes or scholarships. Otherwise, the application will become invalid.

7.3 Applicants may be invited to attend an interview with a Selection Board.

7.4 Applicants are required to declare at reimbursement stage the actual expenditure incurred, and that he/she has not and will not receive remuneration in the form of cash or cash equivalent items (such as gift vouchers, coupons, etc.) from the training provider. Applicants are required to report cases of conflict of interest, including actions taken, to the College Secretariat in writing.

7.5 In the event that the information is found untrue, incomplete or inaccurate, HM Lui Memorial Fund reserves the right to withdraw the approval of any application, request for refund of any reimbursement to the Fund.

8. Notification of Application Result

Results will be notified within 3 months after the application deadline. The decision of the Selection Board is final.

9. Post-Approval Arrangements

9.1 *Postponement of training*

Applicants are required to notify the College Secretariat of any postponement of the approved training before the commencement date indicated in the application. The training must, however, commence within six months of the commencement date indicated. Otherwise, the approval for the fellowship award will automatically be withdrawn.

9.2 *Cancellation of training*

In case of cancellation of the approved training, applicants should inform the College Secretariat in writing with brief explanation before the training commencement date indicated in the application. Otherwise, the approval for the fellowship award will automatically be withdrawn unless exceptionally justified.

10. Successful Candidate

(i) Successful candidate will be awarded with "HM Lui Fellowship".

(ii) The applied training must commence within six months of the notification date of application result to the applicants.

(iii) Upon completion of training, the candidate is expected to return and serve his/her country of residence.

(iv) Within 3 months of completion of training, the candidate is required to submit to the HM Lui Memorial Fund c/o Hong Kong College of Paediatricians, a **formal report on the training**.

11. Deeds of Fellowship

The successful applicants will make a deed setting out acknowledgements and undertakings with HM Lui Memorial Fund c/o Hong Kong College of Paediatricians in respect of the Fellowship Award.

12. Note

This document is for information only. The College reserves the right to make any changes without prior notice.