

LOOK SCHOLARSHIP STUDY PROGRAM

TERMS & CONDITIONS

(1) GENERAL

- 1.1 Optometry Australia ACN 004 622 431 ("OA") is offering annual scholarships as part of its LOOK scholarship program ("LOOK Scholarship") to participate in either a LOOK International or LOOK Local Study Tour.
- 1.2 This document outlines the terms and conditions for LOOK Scholarships awarded and administered by OA.
- 1.3 In accepting a LOOK Scholarship from OA, you acknowledge that you have read and understand, and agree to comply with, these Terms and Conditions.
- 1.4 If you do not agree with these Terms and Conditions, please do not apply to be considered for, or accept, a LOOK Scholarship.

(2) LOOK SCHOLARSHIP ELIGIBILITY CRITERIA

- 2.1 To be eligible for a LOOK Scholarship, you must, at the time of your application and acceptance of a LOOK Scholarship:
 - 2.1.1 be a Financial Member. A Financial Member is a:
 - (1) a member of one of OA's Divisions, being: Optometry New South Wales Australian Capital Territory; Optometry Queensland Northern Territory; Optometry Western Australia; Optometry Tasmania or Optometry Victoria South Australia; and
 - (2) the member that has paid a membership fee to the relevant Division during the preceding 12 months and up to the date of acceptance of the LOOK Scholarship. This includes Members who have paid a full-time, part-time, academic or minimal practice membership fee;
 - 2.1.2 be registered to practice optometry with the Australian Health Practitioner Registration Agency ("AHPRA");
 - 2.1.3 have completed and complied with the relevant Application Process detailed in Schedule One;
 - 2.1.4 be committed to undertake the Scholarship within the nominated timeframe specified in your LOOK International Scholarship application, or the timeframe specified by OA for the LOOK Local Scholarship; and
 - 2.1.5 not be in a position where a Conflict of Interest exists as detailed in clause (9).

(3) LOOK SCHOLARSHIPS - GENERAL

- 3.1 The purpose of LOOK Scholarships is to provide opportunities for Financial Members to participate in study tours to investigate advancements in the practice of optometry (including optometric clinical, patient management, eye health and disease diagnosis) that are being developed by leading optometry organisations, optometry health and research bodies, and technology and digital companies. These optometric advancements will not yet be available, or readily available, in Australia.
- 3.2 Recipients of a LOOK Scholarship will be awarded either of the following scholarships:
 - (1) LOOK International Scholarship
 - a. OA will award one or two LOOK International Scholarships per LOOK Scholarship round.
 - b. A LOOK International Scholarship will enable the Recipient to travel to the international destination(s) (outside of the Asia-Pacific Region) nominated in their Application ("International Study Tour").
 - c. The International Study Tour will be of a duration nominated by the Recipient in their Application.
 - d. The International Study Tour must be taken as one continuous journey from Australia completed within the nominated duration.

(4) RECIPIENT ACKNOWLEDGMENT AND OBLIGATIONS

- 4.1 If you accept a LOOK Scholarship (**Recipient**), you must maintain your eligibility (in accordance with clause (2)), and you agree to comply with the following obligations for the duration of the Scholarship:

- (1) Recipients must have permission from their employer to participate in a LOOK Scholarship Study Tour and must provide written evidence of this permission if requested by OA;
 - (2) Recipients acknowledge that OA will not pay, or reimburse them for any loss of income for the duration of their LOOK Scholarship;
 - (3) Recipients must ensure that they have appropriate and adequate medical and domestic and/or international travel insurance suitable to the country(s) that they are visiting, and for the period of duration of the LOOK Scholarship;
 - (4) Recipients must have a valid passport and visa to travel to and from Australia and that they are responsible for the safe-keep of these documents during their LOOK Scholarship;
 - (5) Recipients must ensure that they abide by the laws and customs of the country(s) that they travel to;
 - (6) Recipient must comply with all local laws and practice requirements of the country(s) they visit during their LOOK International Scholarship.
- 4.2 Recipients acknowledge that when travelling, they are responsible for their own conduct and must not do or say anything that would bring OA's name or reputation into disrepute. Behaviour that results in the Recipient being deported, being arrested, having to appear in a court of law, causing their travel insurance or visa to be voided, or causing any part of their itinerary to be cancelled, are examples of conduct that will be sufficient cause for OA to terminate the Recipient's LOOK Scholarship with immediate effect and rely on its rights under these Terms and Conditions.
- 4.3 Recipients agree to participate in OA programs to promote LOOK Scholarships, and outcomes of their LOOK Scholarship Study Tour.
- 4.4 LOOK International Scholarship recipients will be required to:
- 4.4.1 Submit a 400-word article on their study tour and its benefits to them for publication on the OA website. This article must be submitted to OA within one calendar month of the recipient completing the study tour.
- 4.4.2 Submit a 1200-word article for publication in a future issue of *Optometry Connection* magazine. This must be submitted to OA within three calendar months of the recipient completing their study tour. The article will initially outline the importance of the observed optometric advancement to optometry, including how the advanced care model enhanced patient diagnosis and management and the overall health care system. The case report will form a majority of the wordcount and showcase the advanced practice you observed and include a high-quality clinical image/s or diagnostic image/s with a full clinical report including, patient presentation or history, the differential diagnosis and how the diagnosis was made, and what treatment protocol was initiated and any relevant evidence base. It is essential to outline the optometrist's advanced practice throughout the case report. All aspects of the case presentations will require appropriate de-identification measures along with patient and practice consent. If this cannot be obtained, an exception can be made for the case report submission only, but it is highly recommended that the scholarship recipient ensures completion within reason.

(5) RECIPIENT TRAVEL COSTS AND ALLOWANCES

5.1 LOOK International Scholarship Recipients:

- 5.1.1 Recipients will receive a scholarship allowance of up to a maximum of AUD\$8,000 to participate in the International Study Tour ("Allowance"). The final allowance paid by OA will be based on the Recipient's Application and receipt of economy airfare, accommodation, airport/train transfers, hire car and visa quotes. Upon approval by OA, the Recipient may:
- (1) Purchase their own economy airfares, accommodation, transfers, hire cars and visas and then seek reimbursement from OA for these expenses, or
 - (2) provide quotes to OA and, OA will book and pay for these travel items direct.
- 5.1.2 OA will allocate to the Recipient a daily allowance to cover travel items such as meals, laundry, internet access, phone calls and taxis throughout their Study Tour and that this will be allocated from the total Allowance.
- 5.1.3 OA will not cover costs:
- (1) incurred by the Recipient for expenses outside the approved study tour itinerary unless approved by OA in writing.

- (2) incurred by a companion or any other party travelling with the Recipient.
- (3) incurred by the Recipient to participate in any personal travel, entertainment, sightseeing or any other tourism activity, or to purchase souvenirs or any item of a personal nature during the study tour.

5.1.4 OA will not cover costs over and above the Allowance. However:

- (1) Recipients can apply in writing to OA for additional funds to cover any unexpected expenses that they have incurred during the study tour. These funds will be paid during or after the study tour on application to OA and on presentation of valid invoices and/or receipts and OA reserves the right to accept or reject paying for these additional expenses.
- (2) Valid invoices and receipts for expenses referred to in 5.1.4(1) must be provided to and accepted by OA prior to reimbursement. Where receipts show payment was made in a foreign currency, OA will reimburse the recipient in Australian dollars calculated by applying the AUD exchange rate current at the time of reimbursement. Recipients acknowledge that due to currency exchange rates, what OA reimburses them may vary from what they have paid.
- (3) At its sole discretion, OA may increase the scholarship Allowance based on the research project and itinerary nominated by the Recipient.

(6) INABILITY TO PARTICIPATE

6.1 LOOK International Scholarship Recipients

- 6.1.1 Unless nominated and agreed by OA, in their proposed itinerary nominated in their Application Process, Recipients of a LOOK International Scholarship must complete their study tour within 12 months of OA awarding the LOOK International Scholarship and informing the recipient of the award.
- 6.1.2 In the event that the Recipient is unable to complete their study tour within this 12-month period, or within the timeframe nominated in their proposed itinerary and agreed to by OA, they must apply in writing to OA for an extension stating the reasons why they could not complete it and nominating a new timeframe for completion. OA reserves the right to either grant an extension or withdraw the scholarship.
 - (1) Where an extension is granted, the Recipient must undertake the study tour during this extension period as no further extensions will be granted, and the scholarship will be withdrawn.
 - (2) Where the scholarship is withdrawn and the Recipient has already received a travel allowance from OA to cover any study tour expenses, OA reserves the right to invoice the Recipient for the amount of money it has paid to the Recipient or on behalf of the Recipient, or any expense or loss that OA suffers or incurs because the Recipient fails to complete their study tour or otherwise fails to comply with these terms and conditions.

(7) RECEIPT TAX OBLIGATIONS

7.1 Income tax:

7.1.1 Recipients acknowledge that:

- (1) They are responsible for collecting receipts and maintaining a record of expenses incurred during their LOOK Scholarship Study Tour to assist them with their tax obligations.
- (2) They should seek independent advice with respect to their taxation obligations in relation to the participation in a LOOK Scholarship Study Tour.

7.2 GST liability:

- 7.2.1 International Study Tour Recipients acknowledge that there may be GST implications for allowances paid to Recipients who are self-employed or hold an ABN. Any GST liability will be borne by OA and will not affect the Scholarship fee allocated to the recipient.

(8) OA'S RIGHT NOT TO AWARD

- 8.1 Recipients of the LOOK Scholarship will be selected based on their Application and interview and OA's decision will be final.

- 8.2 OA reserves the right to impose additional criteria and obligations when offering a LOOK Scholarship to potential recipients.
- 8.3 OA reserves the right not to award a LOOK Scholarship where, in the opinion of OA, applicants do not meet the Eligibility Criteria, do not comply with the Application Process detailed in Schedule One, or where there is a Conflict of Interest in accordance with Clause (9).

(9) CONFLICT OF INTEREST

- 9.1 All Conflicts of Interest or potential conflicts of interest, must be declared during the Application Process, or declared as soon as reasonably possible after a Conflict of Interest becomes evident.
- 9.2 A Conflict of Interest arises:
 - 9.2.1 where an applicant may personally benefit, or be perceived to benefit, financially from receiving a LOOK Scholarship, over and above that of which the Scholarship is intended to provide.
 - 9.2.2 where an applicant receives funding, or applies for funding, from another other organisation or funding body to investigate the same optometric advancements during the LOOK Scholarship study tour.
 - 9.2.3 where an applicant is undertaking other study/investigation projects or programs of a similar theme to that nominated by the applicant or nominated by OA.

(10) INTELLECTUAL PROPERTY

- 10.1 The Recipient agrees that all documentation forming any part of their application to participate in a LOOK Scholarship will become the property of OA and will be archived electronically by OA.
- 10.2 The Recipient assigns to OA all present and future copyright interests in any scholarly papers, case studies, editorials, stories, media releases or articles in accordance with clause 4.4 (“Papers”) written or produced by or on behalf of the Recipient as a result of the Recipient’s participation in a LOOK Scholarship Study Tour.
- 10.3 The Recipient agrees to sign any other document or do any other acts required to perfect the complete assignment to OA of any present and future copyright interest that they have in the Papers.
- 10.4 The Recipient must offer OA any Papers written or produced by or on behalf of the Recipient to be published by OA in the first instance. OA reserves the right to review and to decide whether to publish the Paper. Where OA has decided not to publish the Paper, OA may at its sole discretion grant a licence to the Recipient to publish the Paper with a third-party publishing house. OA will retain ownership of the Papers regardless of whether the Papers are published.
- 10.5 The Recipient warrants that OA (and any assignee and/or licensee of OA) may reproduce the whole or any part of the Papers and make adaptations to or alterations to any part of the Papers and may reproduce any adaptations or alterations to it without acknowledgement that the Papers have been modified. For the avoidance of doubt, OA may modify the Papers to fit printed and electronic platforms.

(11) INDEMNITY

- 11.1 The Recipient agrees to:
 - 11.1.1 Indemnify OA and its employees and agents and keep them harmless from any losses (including legal costs and expenses) arising from any claim or action against OA resulting from:
 - (1) The Recipient’s breach of any provision of these Terms & Conditions;
 - (2) Any willful, unlawful or negligent act or omission of the Recipient in connection with these Terms & Conditions.
 - 11.1.2 To the extent permitted by law, OA shall not be liable to the Recipient for any special, indirect or consequential loss, loss of profits, use or goodwill or damage in respect of, arising out of or in connection with the acceptance of the LOOK Scholarship by the Recipient and these Terms & Conditions. The total liability of OA to the Recipient, whether in contract, tort (including negligence) or otherwise, for any loss or damage which may be suffered or which may arise in respect of the acceptance of the LOOK Scholarship by the Recipient and Terms & Conditions shall be limited to the lesser of:
 - (1) the total amount of the LOOK International Scholarship; or

- (2) the amount paid by OA for a Recipient to participate in a LOOK Local Scholarship study tour.

(12) TERMINATION OF SCHOLARSHIP

- 12.1 OA may terminate a Recipient's LOOK Scholarship with immediate effect, if, during the course of the LOOK Scholarship International or Local Study Tour, the Recipient has:
 - 12.1.1 breached these Terms and Conditions or any other conditions imposed by OA;
 - 12.1.2 breached any applicable law or regulation;
 - 12.1.3 ceased to be a Financial Member or
 - 12.1.4 by the Recipient's conduct, cause or may cause damage or disrepute to the reputation of OA.
- 12.2 If OA terminates the Recipient's LOOK Scholarship for the reasons set out in this clause (12), OA reserves the right to invoice the Recipient for all scholarship monies paid by OA to the Recipient or on behalf of the Recipient including any travel, administrative or other costs associate with the Recipient participating in the LOOK Scholarship Study Tour.

SCHEDULE ONE: LOOK SCHOLARSHIP STUDY TOUR

APPLICATION PROCESS

GENERAL

To be considered for LOOK Scholarships, all applicants must:

- (1) Meet the Eligibility Criteria defined in Clause 2 of the LOOK Scholarship Study Program Terms and Conditions
- (2) Complete the Application Process
- (3) Submit their application by the date and time nominated by OA
- (4) If invited, attend a face-to-face or video interview at a time and date nominated by OA
- (5) Agree to the LOOK Scholarship Study Program Terms and Conditions

LOOK INTERNATIONAL SCHOLARSHIP

To apply for a LOOK International Scholarship you must complete a written application responding to the criteria below and email this to policy@optometry.org.au by close of business on Friday 30 September 2022.

- (1) In no more than 500 words, describe your perspective of the current role of optometry in Australia's healthcare system and the areas of potential expansion (for example in scope, or in improving the integration of optometry into the broader healthcare system) that you are interested in exploring.
- (2) In no more than 500 words, describe your proposed study tour. This information must include:
 - a. An overview of the existing role of optometry in your chosen country/healthcare system, and how it maximises the scope of optometry practice
 - b. An overview of how this role of optometry impacts patients and the community
 - c. Comment on how this optometric advancement could potentially be applied to, or increase its application within, the Australian healthcare system
- (3) In no more than 300 words, provide an example where you showed leadership, either professionally or personally when faced with changing environments or circumstances, where you had to lead change.
- (4) In no more than 500 words, describe how you plan on using your newfound knowledge and experience to the benefit of Australian optometry and communities on completion of your study tour
- (5) Provide a study tour itinerary outlining which cities and/or organisations you would seek to visit and why, as well as your proposed travel dates.
- (6) Provide an indicative budget to complete your study tour, inclusive of flights, visa costs, accommodation, expected land travel and an estimate of incidental costs.
- (7) Provide the names and contact details of two referees.
- (8) Declare any conflict of interest.