



AUSTRALIAN COLLEGE  
of PHYSIOTHERAPISTS

# **Fellowship by Original Contribution**

## **Information Package**

**&**

## **Application Form**

**(April 2015)**

## Document Control

Version	Description	Council Approved
October 2011	First Draft	Yes
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## Organisational Context

The Australian College of Physiotherapists is the awarding body of the Australian Physiotherapy Association and awards Fellowships via one of two (2) pathways:

1. Fellowship by Specialisation
2. Fellowship by Original Contribution

The Board of Censors of the Australian College of Physiotherapists (College) is responsible for the program of Original Contribution and for the conduct of the final assessment of work.

Fellowship by Original Contribution is an academic pathway to Fellowship of the College.

It involves the submission of original scientific and/or professional/ academic work.

This may take the form of either:

1. Original published research conducted by the candidate (at least three peer reviewed papers of which the applicant is the sole or first author of no fewer than two - hereafter called “the collection of published papers”). While literature reviews may be included, *at least two papers must relate to original research undertaken by the candidate*. The collection of papers must be preceded by an introduction/background chapter and followed by discussion/ conclusion chapter and other chapters as necessary to elaborate how the work meets the criteria outlined below. Candidates must elaborate their role in multi-authored papers.
2. A scholarly book or monograph (hereafter called “the published book”) where *the candidate is the sole or main author*, which demonstrates academic/professional leadership in a field of physiotherapy practice and is evidence based, not simply a synthesis of knowledge. Books published during the previous year may be submitted. *An additional submission setting out how the book meets the criteria outlined below is required.*

The criteria against which a book **or** a collection of published papers are assessed are the same: the submission must be original work, demonstrate academic rigor and have made a significant contribution to the advancement of an area of knowledge, relevant to the physiotherapy profession.

Fellows of the College by Original Contribution shall be entitled to use the letters FACP when they are financial members of the College. However, a Fellow of the College by Original Contribution cannot refer to themselves as Specialist Physiotherapists.

Fellows of the College by Original Contribution shall be expected to demonstrate academic/ professional leadership in a field of physiotherapy practice, and their contribution should inform and advance physiotherapy practice from a knowledge perspective, both by developing new knowledge, and by summarising and contextualising existing knowledge in their area.

## Prerequisites for Submission of Original Contribution

All applicants for Fellowship by Original Contribution must:

- Be a registered physiotherapist in Australia
- Be a current member of the Australian Physiotherapy Association
- Complete and submit the application form (Appendix 1) with the application fee, to the Board of Censors of the College via the College Manager. NB: *Work included in the submission shall not have been presented, or be intended to be presented, for any other academic award.*
- Be willing to work with the College appointed Supervisor, where appropriate, who will advise the candidate during the preparation of the work for examination for Fellowship.

## Making an Application

Applicants must submit the form electronically to: [college@physiotherapy.asn.au](mailto:college@physiotherapy.asn.au)

The Australian College of Physiotherapists only requires one copy of your submission. The following information is required:

- Your application; ([Appendix 1](#))
- A detailed curriculum vitae;
- Copies of all transcripts of undergraduate and graduate academic records validated by a Justice of the Peace, who is not a family member;
- The names and contact details of two referees of high standing in the physiotherapy or allied professions who can attest to your professional and research standing, specifically addressing that you:
  - Show initiative and have qualities of leadership;
  - Demonstrate willingness to contribute to physiotherapy knowledge and practice through research and/or other scholarly work;
  - Respond positively to feedback and evaluation of peers.

NB. It is strongly recommended that one of the referees is a Fellow of The Australian College of Physiotherapists. However, applicants should not provide referees who are:

- An applicant to the training program for Specialisation, another applicant for Fellowship by Original Contribution or a current Associate Fellow of the College.
- An official of the College – either a member of the College Council or the Board of Censors.

PLEASE NOTE: Electronic submission (.docx or .pdf) of all applications is required.

## **Approval of Applications**

Applications will be reviewed, evaluated and approved by the Board of Censors of the College.

The Board of Censors shall decide if the outline of the proposed work is of sufficient merit to have potential for a Fellowship by Original Contribution. If the proposed work is deemed appropriate, the candidate will be provided with a College appointed Supervisor (unless the work is a published book).

The physiotherapist shall be immediately notified of receipt of the application and shall be informed of the outcome of this application within one month. A Supervisor will be appointed as soon as possible after the application has been approved (within one to two months). Whenever possible, the Supervisor shall be a Fellow by Original Contribution of the College, however, if necessary, a Supervisor with appropriate academic experience will be sought from the wider physiotherapy community.

The applicant is invited to nominate one or two possible supervisors, if they wish, giving reasons for their nominations. The nominated supervisor cannot have supervised them previously for a higher degree. The Board of Censors is not obliged to approve the suggested supervisor.

The nomination of the supervisor may be appealed in writing by the candidate, and a new supervisor appointed by the Board of Censors, where appropriate justification has been provided.

## **Original Contribution Program**

Upon entry to the Original Contribution program, candidates will become Associates of the Australian College of Physiotherapists. Associate status will be conferred for the allocated candidacy period, which must not be longer than two (2) years. Special circumstances of an unexpected nature such as illness, injury, pregnancy or change to employment, which might preclude the candidate submitting the completed work for examination within the two year period, will also be considered on a case by case basis, and an extension granted where appropriate. The candidate is not required to remain in the program for a full two years if a draft is approved by the supervisor as being ready for examination at any time during the two year period. The candidacy period is not required when the submission is a book.

## **Fellowship by Original Contribution (Collection of Published Papers)**

### **Process**

- Once a supervisor has been appointed, it is the candidate's responsibility to ensure that regular contact is maintained during the preparation of the submission.
- The Supervisor must submit a written progress report, which is co-signed by the candidate, every six (6) months to the Board of Censors, with a final report prior to submission of the work for examination.
- The candidate must submit three (3) copies of the completed work and their final report, within a maximum of two (2) years of the outline of the proposed work being accepted by the Board of Censors.

### **Supervisor's Feedback and Reporting Responsibilities**

#### **Ongoing work**

The Supervisor will provide support to the candidate. The level of support will be negotiated between Supervisor and candidate; however since the role of the Supervisor is to guide the candidate in the format of their submission, and to ensure that the candidate stays on track, it is not necessary for the Supervisor to be an expert in the candidate's field of research. Supervisory support will not usually include specific academic advice about a particular research project or research plan, but will entail advice about the layout of the work, review of drafts, assisting the candidate to be attentive to timelines and, if appropriate, advising the Board of Censors regarding suitable examiners for the completed submission.

#### **Reporting Responsibilities**

The Supervisor will provide reports at six (6) monthly intervals to the Board of Censors on the candidate's progress and activities undertaken. Any areas of concern will also be reported.

The Supervisor will provide the Board of Censors with a final report on the readiness of the candidate to submit the completed work. The Supervisor is asked to make an assessment and complete this report in good faith. This report will be signed by both the candidate and the Supervisor, on the understanding that the Supervisor is absolved from any responsibility for the outcome of the assessment process.

## **Requirements**

- Work included in the collection of published papers must have been published within the five years prior to the candidate's application.
- Such work shall not have been presented, nor be intended to be presented, for any other academic award e.g. PhD, M Philosophy.
- There must be evidence that the author conceived and executed, in a purposeful way, original work which makes a valuable contribution to the physiotherapy profession.
- The work should contain clearly expressed, logically developed arguments incorporating scientific evidence to support the recommendations.
- The work should contain evidence of substantial review of the relevant literature.
- There must be evidence that the author has read widely in relation to the presented work and is familiar with similar works and current knowledge from areas related to the work.
- The author's ability to present scientific knowledge accurately and in depth, to critically analyze the existing literature, and to relate it to practice, should be of a high standard.
- There should be clarity of expression and excellence of presentation.

## **Submission Format**

- The work should be typed in 12 point, with at least 1.15 spacing. All pages should be numbered consecutively.
- The work should have a title page which includes the name of the work, the author's name, qualifications and affiliations and date of submission.
- There should be a signed statement including the following: 'This thesis represents original work undertaken by the candidate. No material included in the submitted work has been used to obtain other degrees and awards'. In addition, the role of the candidate in multi-authored papers must be elaborated in the introduction to the thesis.
- There should be a maximum of 7,500 words for each of the introduction and discussion/conclusion chapters.
- Published papers included in the original contribution may be original printed copies from the journal or they may be re-typed for presentation in the thesis.
- Referencing style in the text and the reference list should be consistent throughout the work. If the candidate has provided reprints of published journal articles, different reference formats are acceptable. If papers are re-typed, the references should be in a similar format throughout the work.



## **Assessment of the work**

Upon receipt of the completed work and the final report signed by the Supervisor and candidate, and payment of the relevant fee, the Board of Censors will process the work for examination.

The Board of Censors will appoint two (2) examiners. Examiners will be Fellows of the College by Original Contribution where possible, but may include one eminent member of the physiotherapy profession and/or one eminent member of another health profession (relevant to the field of study) with a relevant academic background. Not less than one member of the physiotherapy profession in an appropriate field will examine the thesis.

The work will be assessed in the manner in which a research Masters or PhD thesis is assessed.

All examiners shall be notified that they will be paid an honorarium and they shall be requested to provide their assessment within a period of six (6) weeks from receipt of the work.

The examiners can recommend to the College Council:

- (a) **Pass:** no corrections required
- (b) **Conditional Pass:** minor corrections required to the satisfaction of the Board of Censors
- (c) **Conditional Pass:** with major revisions required to the satisfaction of the examiner(s)
- (d) **Fail**

In the case of pass under conditions (b) or (c), the candidate must re-submit the revised work with a description of corrections completed within a period of six (6) months.

Fellows will be requested to allow an electronic copy of their thesis to be available on the College website, where copyright provisions on the manuscripts included allow this to occur.

## **Fellowship by Original Contribution (Published book)**

An APA member can submit a published book for consideration for Fellowship by Original Contribution. A candidate submitting a published book is not eligible to become an Associate of the Australian College of Physiotherapists and is not provided with a Supervisor.

### **Criteria for acceptance of a published book**

- The work should not have been published more than three years prior to the candidate's application.
- The work must represent the candidate's own research, not simply be a synthesis of existing knowledge. In the case of a joint publication, the extent of the candidate's participation must be indicated in the supplementary material. Other publications, whether joint or individual, may be submitted in support of the work.
- There must be evidence of original work that required the author to conceive and plan, in a logical and purposeful way, a valuable contribution to the physiotherapy profession.
- The work should contain clearly expressed, logically developed arguments incorporating scientific evidence to support the recommendations.
- The work should contain evidence of a substantial review of the relevant literature.
- The author's ability to present knowledge accurately and in depth, to critically analyze the existing literature and to relate it to practice should be of a high standard.
- An additional statement (supplementary material) setting out how the book meets the criteria for Fellowship by Original Contribution (originality, academic rigor and contribution to the physiotherapy profession) must also be submitted. This should be no longer than 500 words.

### **Assessment of the work**

Upon receipt of the three (3) copies of the published book and payment of the relevant fee, the Board of Censors will process the work for examination.

The Board of Censors will appoint two (2) examiners. Examiners will be Fellows of the College by Original Contribution where possible, but may include one eminent member of the physiotherapy profession and/or one eminent member of another health profession (relevant to the field of study) with a relevant academic background. Not less than one member of the physiotherapy profession in an appropriate field will examine the thesis.

All examiners shall be notified that they will be paid an honorarium and they shall be requested to provide their assessment within a period of six (6) weeks.

For a published book, the examiners can recommend to the College Council:

(a) **Pass**

(b) **Pass** subject to justification of certain sections of the book (acknowledging that revisions of a published work are not possible)

(c) **Fail**

The candidate must submit justification of sections of the book, if required, within a period of six (6) months.

One copy of the work for which a Fellowship has been awarded, shall remain the property of the College.

## **Dispute Resolution**

Any dispute arising between a Supervisor and a candidate must be reported to the Board of Censors by both the Supervisor and the candidate. The Board of Censors will advise on a process to resolve the dispute. If the matter cannot be resolved, then it will be referred to the College Council. For more detail candidates can refer to the Dispute Resolution policy as found on the College page on the APA website: [www.physiotherapy.asn.au/college](http://www.physiotherapy.asn.au/college) or email [college@physiotherapy.asn.au](mailto:college@physiotherapy.asn.au).

## **Appeals**

A candidate may appeal against an adverse decision of the College Council.

For further information and to download the appeal procedures please visit the College page on the APA website: [www.physiotherapy.asn.au/college](http://www.physiotherapy.asn.au/college) or email [college@physiotherapy.asn.au](mailto:college@physiotherapy.asn.au)

## **Certificate of Fellowship**

When the Council of the Australian College of Physiotherapists agrees to award the Fellowship and following notification of the Board of Directors of the APA, the Certificate of Fellowship by Original Contribution will be issued. The Certificate will be presented at the next ceremony for the presentation of Fellowships, and will remain the property of the candidate.

Fellows of the College by Original Contribution shall be entitled to use the letters FACP when they are financial members of the College.

## **Fees and Costs**

These charges listed below are current for 2015 and are subject to change by College Council.

- The non-refundable application fee is \$110.<sup>00</sup> (incl. GST).
- The cost of the review process of the final work submitted for Fellowship of Original Contribution is \$2200.<sup>00</sup> (incl. GST).
- The cost to resubmit the work with major revisions is \$2200.<sup>00</sup> (incl. GST).

## Appendix 1



### Application for admission to Fellowship by Original Contribution

The Australian College of Physiotherapists only requires an electronic copy of your submission.

#### Your application must include:

- A 'statement of purpose' outlining why you want to become a Fellow of the College by Original Contribution;
- A detailed curriculum vitae;
- Copies of all transcripts of undergraduate and graduate academic records validated by a Justice of the Peace who is not a family member;
- The names and contact details of two referees of high standing in the physiotherapy or allied professions who can attest to your professional and research standing, specifically addressing that you:
  - Show initiative and have qualities of leadership;
  - Demonstrate willingness to contribute to physiotherapy knowledge and practice through research and/or other scholarly work;
  - Respond positively to feedback and evaluation of peers.

NB. It is strongly recommended that one of the referees is a Fellow of The Australian College of Physiotherapists. However, applicants should not provide referees who are:

- An applicant to the training program for Specialisation, another applicant for Fellowship by Original Contribution or a current Associate Fellow of the College.
- An official of the College – either a member of the College Council or the Board of Censors.

**The non-refundable application fee or printed record of electronic payment or banking deposit slip, of AUD \$110.<sup>00</sup> (incl.GST) must accompany the application.**

# Application for admission to Fellowship by Original Contribution

## Contact details

Title		APA No.	
Full Name			
Address			
Suburb/Town			
State/Territory		Postcode	
e-mail			
Work phone		Mobile phone	

### (a) Initial qualifications in physiotherapy

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### (b) Graduate qualifications e.g. coursework masters, professional doctorate, PhD (award, date and institution). Please enclose/attach certified copies of any postgraduate academic records.

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*(Please attached additional pages if more space is required)*

## Titled membership

Are you a titled member?		Year attained	
Of which National Special Group/Association?			
Are you currently registered to practice physiotherapy in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>If yes, please provide your registration number...</i>			

## **Application for admission to Fellowship by Original Contribution**

### **Other projects**

List any other relevant projects undertaken. Give details of any funding awarded for such projects.

*(Please attached additional pages if more space is required)*

### **(c) The title of the Submission**

### **(d) An outline of the scope of the Submission**

*(Please attached additional pages if more space is required)*

## Application for admission to Fellowship by Original Contribution

### Signed Statement / Declaration

I acknowledge having read the requirements of the Australian College of Physiotherapy Fellowship by Original Contribution and

- Am prepared to undertake and complete all requirements of the Original Contribution pathway,
- Will accept feedback from my Supervisor in the development process of the submission

I acknowledge that information on all requirements of the Fellowship by Original Contribution has been provided to me by the College, and that I understand these requirements.

By signing this document I declare that all statements and inclusions in this application are true and correct.

<b>Full name</b>	
<b>Signature</b>	
<b>Date</b>	

<b>Signature</b>	
<b>Date</b>	

## Fellowship by Original Contribution – Payment Form

The cost of application for Fellowship by Original Contribution is \$110.<sup>00</sup> (Incl.GST)

### Electronic funds transfer or bank deposit

Acc Name	Australian Physiotherapy Association		
Bank	National Australia Bank Ltd		
BSB	083 155	Acc No.	489 250 709

Customer reference number: Quote: [SPEC, and add **your APA number** ]

**PLEASE NOTE:** If you are using this payment option, we need to be able to trace your transaction so please be sure to quote this customer reference number.

### Charge my credit card

Applicant			
Phone		e-mail	
Card Type	<input type="radio"/> Amex	<input type="radio"/> Master Card	<input type="radio"/> Visa
Card No.		Expiry date	
Name on card			
Signature			

### Pay by cheque

Made payable to the *Australian College of Physiotherapists*

### Enquiries

**e-mail**                    [college@physiotherapy.asn.au](mailto:college@physiotherapy.asn.au)

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