



Conditions of The Woss Family Scholarships in Medicine

The Woss Family Scholarships in Medicine (*Scholarship*) are administered in accordance with the following conditions:

1. NAME OF SCHOLARSHIP

The Woss Family Scholarships in Medicine.

2. PURPOSE OF SCHOLARSHIP

The Scholarships are to assist and encourage meritorious medical students for whom educational opportunities are limited, for example, because of financial need, distance, or responsibility for others, such as the ill or elderly.

3. VALUE OF SCHOLARSHIP

The value of each full Scholarship is \$7,500 per annum. Up to four full scholarships may be awarded annually. In some years, however, half scholarships may also be awarded.

4. ELIGIBILITY REQUIREMENTS

To be eligible for a Scholarship, applicants must:

- i) Be enrolled full-time as a second year, third year or fourth year student in the graduate entry degree in the School of Medicine, Fremantle; and
- ii) Be able to demonstrate:
 - a) Drive and commitment to achieve academically, despite financial hardship or other personal difficulty;
 - b) That their educational opportunities are limited due to adverse circumstances such as distance, financial need, disability or responsibility for the care of the ill or the elderly; and
 - c) How the award of the Scholarship would assist them in addressing the limitations referred to above.

Applicants who can demonstrate they assist others who are either ill or disadvantaged, and/or participate in community service volunteer programs, should set out such details fully. Personal commitment to others will be advantageous in determining successful Scholarship recipients.

5. SELECTION COMMITTEE

The Selection Committee for the Scholarship will comprise:

- a) Mr & Mrs Ronald & Brigid Woss (or nominee);
- b) Up to two additional members as recommended by Mr & Mrs Woss and agreed by the Director, OUR;
- c) The Dean of the School of Medicine, Fremantle (or nominee); and
- d) The Vice Chancellor of the University (or nominee).

6. SELECTION CRITERIA

The Scholarship will be awarded by the Selection Committee to the applicant on the basis of:

- a) Financial need;
- b) Personal circumstances or backgrounds which warrant special consideration;
- c) Demonstration of a strong social justice philosophy and community involvement; and
- d) Academic merit.

7. SELECTION PROCESS AND AWARDING PROCESS

- a) The Scholarship will be advertised by on the Notre Dame website in the year preceding the award of the Scholarship.
- b) Applications will be submitted to the Senior Development Officer, Office of University Relations.
- c) Applicants should refer to the *Woss Family Scholarships Application Advice*. (Appendix 1)
- d) The Office of University Relations will shortlist no more than ten (10) applicants and submit to the Selection Committee.
- e) Applications will be reviewed by the Selection Committee outlined in Clause 6, in February of the year of award.
- f) Shortlisted applicants may be interviewed.
- g) In the event that the Selection Committee is unable to reach a unanimous decision as to which applicant should receive the Scholarship, the decision of the Vice Chancellor will be final.
- h) The successful recipient will be notified in writing by the Office of University Relations.

8. DURATION OF SCHOLARSHIP

A Scholarship will be tenable for the equivalent of one year full time study. If in any one year, there are no applicants of sufficient merit, no Scholarship will be awarded.

9. REPEAT SCHOLARSHIPS

Recipients of the Scholarship are eligible for repeat awards provided the eligibility requirements continue to be met. Recipients must reapply each year.

10. METHOD OF PAYMENT

- a) Scholarship funds will be paid directly to the student as determined by the University.
- b) Recipients are required to complete a Gift Expenditure Form for payment of funds.
- c) Award funds will be paid in two instalments, at the beginning of Semesters 1 and 2. The second payment will be dependent on the student's Satisfactory Academic Progress being confirmed by the School.

11. CONDITIONS OF CONTINUATION

The Scholarship will continue to be paid subject to the recipient:

- a) Maintaining satisfactory performance each semester; and
- b) Maintaining full time enrolment.

The recipient forfeits the Scholarship if they:

- a) Fail to meet the requirement in a) and b) above;
- b) Are found to have behaved in a manner that is in breach of the University's Student Code of Conduct or is the subject of disciplinary action under the University's General Regulations;
- c) Discontinue their degree in medicine;
- d) Take a leave of absence; or
- e) Defer their enrolment for a period greater than 12 months.

The exception to this is if the recipient makes an application in writing to the Dean of the School of Medicine, outlining the circumstances and reasons relating to their personal situation. The Dean has discretion to determine the ongoing status of the Scholarship.

12. REPORTING REQUIREMENTS

- a) Scholarship recipients are required to submit mid-year and end of year reports to the donor, outlining their progress throughout the year.
- b) Reports should include academic results for the semester, an update regarding the circumstances which warrant the recipient to be in receipt of the Scholarship, and other relevant feedback.
- c) **Failure to adhere to this requirement in a timely matter will result in Scholarship funding being terminated.**
- d) The Senior Development Officer, Office of University Relations, will notify the Scholarship recipients of the report submission due dates.
- e) Reports should be sent to the Senior Development Officer, Office of University Relations.

13. ADMINISTERING BODY

The Scholarship is administered by the School of Medicine and the Office of University Relations.

14. PUBLICATIONS

Any thesis, dissertation or other publications resulting from research undertaken by the recipient while in receipt of the Scholarship must acknowledge the assistance of the Scholarship and carry the University by-line.

15. PRIVACY

The University will collect, use, hold and disclose personal information in accordance with the Privacy Act 1988 (Commonwealth) and the University's Privacy Policy.

16. GENERAL PRINCIPLES

- a) These Conditions must comply with any University Regulations regarding the awarding of scholarships and prizes.
- b) The Vice Chancellor, in consultation with the donor, may vary the Conditions of the Scholarship at any time.

Purpose:	The Scholarships are to assist and encourage meritorious medical students for whom educational opportunities are limited, for example, because of financial need, distance, or responsibility for others, such as the ill or elderly.
Responsible Executive:	Director, Office of University Relations
Responsible Office:	Office of University Relations
Contact Officer:	Senior Development Officer
Effective Date:	2006
Campus Applicability:	Fremantle
Modification History:	June 2016; February 2017

APPENDIX 1

APPLICATION ADVICE **THE WOSS FAMILY SCHOLARSHIPS IN MEDICINE**

Information to assist Application Submission

- Please use a **black pen** and write clearly.
- Check the Conditions carefully to ensure you are eligible to apply for the Scholarship.
- Answer all the questions and make sure you have attached all the information asked for. Incomplete applications will not be reviewed.
- Provide **two written current** references. As references are requested, we suggest you provide your referee with a copy of the Scholarship Conditions so that the reference can be written with a particular focus. If applying for several scholarships, please ask referee to write relevant scholarship name on each reference.
- Remember to supply your curriculum vitae.
- Provide **one colour passport photograph** of yourself.
- Where birth certificates are required, please bring originals for certification, or obtain a certified copy. Supporting documents will not be returned. Accordingly please send in copies rather than original documents.
- Do not bind or staple your application.
- Date and sign your application.
- Submit application by the closing date.

PLEASE NOTE that posting of an application is no guarantee of receipt. We strongly recommend that applicants deliver their application in person or send by registered mail. All applications must be received by the Office of University Relations, Fremantle. Please DO NOT deliver it to any other Office.

Your completed application should be delivered or posted to:

Stefania Demurtas | Senior Development Officer
Office of University Relations
The University of Notre Dame Australia
19 Mouat Street (ND1/108) Fremantle WA 6959

Late Applications cannot be accepted.

Once you have submitted your application, relax! It may be some time before you hear from us but you will be advised the outcome of your application.