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**
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:
   i) Mr & Mrs Ronald Woss (or nominee);
   ii) Dr Renee Petrilli (or nominee);
   iii) The Dean of the School of Medicine, Fremantle (or nominee); and
   iv) 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:
   i) Financial need;
   ii) Personal circumstances or backgrounds which warrant special consideration;
   iii) Demonstration of a strong social justice philosophy and community involvement; and
   iv) Academic merit.

7. **SELECTION PROCESS AND AWARDING PROCESS**
i) The Scholarship will be advertised on the Notre Dame website in the year preceding the award of the Scholarship.
ii) Applications will be submitted to the Senior Development Officer, Office of University Relations.

iii) Applicants should refer to the *Woss Family Scholarships Application Advice* (Appendix 1).

iv) The Office of University Relations will shortlist no more than ten (10) applicants and submit to the Selection Committee.

v) Applications will be reviewed by the Selection Committee outlined in Clause 6, in February of the year of award.

vi) Shortlisted applicants may be interviewed.

vii) 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**
   i) Scholarship funds will be paid directly to the student as determined by the University.
   ii) Recipients are required to complete a Gift Expenditure Form for payment of funds.
   iii) 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. **REPORTING REQUIREMENTS**
   i) Scholarship recipients are required to submit a mid-year and end of year report to the donors, outlining their progress throughout the year.
   ii) 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.
   iii) **Failure to adhere to this requirement in a timely matter will result in Scholarship funding being terminated.**
   iv) The Senior Development Officer, Office of University Relations, will notify the Scholarship recipients of the report submission due dates.
   v) Reports should be sent to the Senior Development Officer, Office of University Relations.

12. **ADMINISTERING BODY**
   The Scholarship will be administered by the School of Medicine and the Office of University Relations.

13. **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.

14. **PRIVACY**
    The University is committed to the principles contained in the Privacy Act 1988 (Commonwealth) and the Privacy Amendment (Private Sector) Act 2000 (Commonwealth) and will not disclose any personal information (as defined in the Privacy Act) relating to this scholarship to any third party without the written consent of the applicant.
15. **GENERAL PRINCIPLES**

i) These Conditions must comply with any University Regulations regarding the awarding of scholarships and prizes.

ii) The Vice Chancellor may vary the Conditions of the Scholarship at any time.

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<tr>
<th>Purpose:</th>
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<td>Responsible Executive:</td>
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<td>Contact Officer:</td>
<td>Senior Development Officer</td>
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<td>Effective Date:</td>
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<td>Modification History:</td>
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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 (ND1/107) 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.