Guide to Completing the Notre Dame Medicine Portfolio
2016 Entry Year

Introduction
The University of Notre Dame Australia welcomes your application to study medicine at its Sydney or Fremantle Schools of Medicine. The Notre Dame Portfolio is an integral component of our selection process, contributing to the ranking of applicants for offers of interview and place. It is therefore important that you take the time to complete the form carefully.

The Notre Dame Portfolio provides you with an opportunity to submit details of personal and community experience and activities that you consider support your application. You must, however, include all details in the Notre Dame Portfolio that you wish to be considered. Details submitted separately will not be accepted.

The GEMSAS application form will incorporate the Notre Dame Portfolio if you list UNDA as one of your preferences. All applicants who list The University of Notre Dame Australia as a preference, regardless of which preference, must complete both the GEMSAS and Notre Dame Portfolio components of the application process. Applicants who fail to complete all requirements of the Notre Dame Portfolio will not be considered.

This guide has been developed to assist you in completing the Notre Dame Portfolio - it is not exhaustive and provides an indication of the type of information that can be included. The Notre Dame Portfolio may take time to complete and it is recommended that applicants commence preparation early and submit well before the closing date.

A Notre Dame Portfolio template will be available from the Notre Dame website from 30 April 2015. Applicants are strongly encouraged to review this template in association with the guide to assist in completing the Notre Dame Portfolio.

To avoid any potential loss of data due to unexpected session closure, you may wish to complete each segment of your portfolio offline and copy it into the live application once you are satisfied with your work.

NB: If the data you are copying exceeds the allowable character count the excess portion will not be pasted.

Check that each segment appears exactly as you intended. This may be confirmed through the review of responses generated PDF. If any segment of your portfolio has not copied in its entirety you may need to do some further editing to reduce the character count.

It is the responsibility of the applicant to review their application BEFORE submission. With the exception of updating referee contact information, STRICTLY no changes can be made once submitted. To update a referee’s details, contact your higher preferred campus’ Admission Office.

- Fremantle Admissions Office at fremantle.admissions@nd.edu.au
- Sydney Admissions Office at sydney.admissions@nd.edu.au

Please read the following information carefully:
Applicant Information
The GEMSAS application form will require submission of demographic information. This will also be incorporated into the Notre Dame Portfolio. Deadline for both the GEMSAS application and the Notre Dame Portfolio is 31 May 2015 by 11.59pm AEST/ 9.59pm AWST.

If you have selected both Notre Dame Fremantle and Notre Dame Sydney you will only need to complete ONE Notre Dame Portfolio which will be used by both schools.

Your application will be reviewed by your higher preferred campus, however, an offer of a place, if applicable, may come from either campus, (if you have selected both), and NOT necessarily from your highest preference. Under no circumstances whatsoever will any offer of a place to a new commencing student be transferable between Notre Dame’s Fremantle and Sydney campuses.

- Previous Notre Dame Study
You will need to indicate whether you have previously been a student at The University of Notre Dame Australia. If you have previously studied at the University it will prompt you to enter your Student Number.

- Religion
Please make a selection from the drop down menu. The University of Notre Dame Australia is a Catholic University. We welcome and accept applications from people of all faiths or none at all who understand and respect the Objects of the University.

- Languages spoken at home
Please list the languages that you speak at home in order of use. If you would prefer not to indicate languages other than English, or you only speak English, please state English only.

- Disability or Medical Condition
Please advise if you have a medical condition or disability that you wish to disclose for the purpose of accessing medical/disability support services, equipment and/or facilities that may be made available by the University to assist you should you be offered a place. (Note: you are not required to disclose this information if you do not wish to do so, and if you do not disclose it in this form you may choose to disclose it at a later time.)

Education
Please indicate if you are currently enrolled or have previously been enrolled in a MBBS or other Medical course at any university in Australia or elsewhere by selecting Yes or No.

Leadership experience
Leadership is an attribute vital to the delivery of high-quality healthcare across a range of health-related areas.

Leadership may be demonstrated in many contexts including school, Church, university, community and workplace. Examples of leadership experience may include teaching an instrument to a group of students, coaching or captaining a sports team, leading a choir or debating team, a chairing or other executive role in an organisation or committee, teaching or tutoring a class or group. Responsibilities in the workplace (paid or unpaid) can also be included in this section. You are encouraged to be concise, as only 480 characters (approx. 80 words) per box will be available for you to get your information across. Any characters that exceed this limit will be automatically omitted. You may provide up to four individual examples in this section.
Service to community/ Church involvement
A commitment and service to the community is highly valued in any individual. As a health professional it additionally affords you the opportunity to engage with communities you will be working with.

You may demonstrate service to the community through paid or unpaid employment, Church or religious body, or community organisations. Examples may include involvement in religious, ethnic or cultural communities or service organisations, volunteer work in Australia or overseas, fundraising, significant responsibility for the welfare of others, or other participation in charitable or other activities. Experience in health or social service settings, and service to others in areas of high need may also be included in this section. You are encouraged to be concise, as only 480 characters (approx. 80 words) per box will be available for you to get your information across. Any characters that exceed this limit will be automatically omitted. You may provide up to four individual examples in this section.

Other academic and life achievements (including artistic, cultural, professional, sporting or other)
This section provides an opportunity for you to detail other achievements and accomplishments that demonstrate academic or life experience or achievements that do not fit neatly into the previous categories. Examples of other academic or professional achievements may include scholarships, school or university prizes, presenting papers or posters at conferences, publication(s), or formal recognition of contribution to a profession. Examples of other achievements may include recognised sports, music, dance, drama, fine arts or other cultural or artistic activity, writing in a non-academic context, outstanding achievement in any area of human endeavour, cross-cultural experience including involvement in partnership with Aboriginal and Torres Strait Islander peoples, learning and using a language other than English, international experience including overseas travel, international exchange or working holiday. You should include any other experience or achievement that you think is relevant and strengthens your application. You are encouraged to be concise, as only 480 characters (approx. 80 words) per box will be available for you to get your information across. Any characters that exceed this limit will be automatically omitted. You may provide up to four individual examples in this section.

Please note – the above mentioned examples of experience /activities listed for leadership, community and/or Church involvement, or other academic and life achievements are not exhaustive lists. You should consider what is the MOST relevant and significant experiences that can concisely and adequately demonstrate YOUR experience and involvement.

Verification of Experience
It is important that you provide contact details for people that can verify your experience. A contact person must be provided for each experience outlined, with both a current telephone and email address provided. It is vital that you confirm these details with all listed people prior to submission of your application. We recognise that some activities may be difficult to verify and whilst we may review and consider these as applicable, they should not form a major part of your application. With regard to the significant experiences listed in your application, if the University is unable to verify them they may not be considered.

Criminal Conviction
This information will be treated in the strictest confidence. You are not obliged by law to disclose any spent convictions as defined in the Spent Convictions Act 1992 (WA)/Criminal Record Act 1991 (NSW).

Should you be offered a place, you must complete the following requirements prior to commencement in the MBBS course: a first aid course meeting the Australian Qualifications Framework standard HLTFA301B, evidence of required immunisation, a National Police Check (or international equivalent) and a Working with Children Check. Details of these legal requirements will be sent to successful applicants with enrolment materials. Students who fail to obtain the required Police Record Check and a Working with Children Check will be unable to undertake clinical placements and therefore will be unable to complete the course requirements.
**Personal Statement**
In this section you have the opportunity to write about your motivation for wanting to study Medicine at Notre Dame. The selection committee will be looking at your reasons for wanting to study medicine, why you want to undertake your learning at Notre Dame, your understanding of The University of Notre Dame Australia, including your understanding of and position towards the Objects of the University and how well you are able to articulate this. Your personal statement must be limited to a maximum of 4,800 characters (approx. 800 words). Any characters that exceed this limit will be automatically omitted. This forms a compulsory component of the Notre Dame Portfolio. Applicants who fail to submit a personal statement will not be considered.

**Declaration**
Please read the declaration carefully before submitting the Notre Dame Portfolio. Your submission of the Notre Dame Portfolio indicates that you have carefully read, understood and accepted all aspects of the form and declaration.

**Other considerations**
Formal academic details of completed postgraduate study will be obtained from GEMSAS. Additional points may be allocated to applicants with a completed higher degree of a PhD or Masters by research/coursework. Please ensure that you advise GEMSAS of any post-graduate study at institutions outside of the Automated Results Transfer System (ARTS).

**Aboriginal and Torres Strait Islander descent**
Aboriginal and Torres Strait Islander applicants are encouraged to contact the Notre Dame Admissions Office on the relevant campus to discuss their application. Details will be obtained from GEMSAS for Aboriginal and Torres Strait Islander applicants who apply only through the general admissions process. Additional points may be allocated to applicants identifying as Aboriginal or Torres Strait Islander.

**FAQs**
- **Can I have the same experience under multiple headings / Can I leave an experience section blank?**
  Only applicants can determine what are / are not important experiences and how these are articulated for inclusion in their portfolio. Applicants may provide up to four individual examples in each section. While you are able to leave an experience blank, you are encouraged to be as thorough and concise as possible.

- **Can I include experiences that will take place in the future?**
  Applicants should only include past experiences. Experiences that are planned to occur in the future will not be considered.

- **My referee is currently overseas, what information should I provide?**
  If your referee is overseas please provide both current phone and email contact details. It is vital that you confirm these details with your referees prior to submission of your application. You are encouraged to provide both an email address and phone contact for all referees if possible.

- **Who should I select to verify my experience?**
  Your chosen referee should be able to verify your experience. You are strongly encouraged to list where applicable, a manager or supervisor.

- **My referee has left the company / gone on leave / is not contactable, can I update my referee?**
  To update a referee’s contact details please contact your higher preferred campus’ Admission Office.
- **When will my referees be contacted?**
  Referees can be contacted at any point of the application process.

- **Can I choose more than one referee for one experience?**
  Only one referee should be provided per experience. If your referee or referee contact details need to be updated, please contact your higher preferred campus’ Admission Office.
  - Fremantle Admissions Office at fremantle.admissions@nd.edu.au.
  - Sydney Admissions Office at sydney.admissions@nd.edu.au.

- **Can I send you my CV / references / other supporting documentation?**
  Supporting documentation is not required and will not be accepted as a part of the University of Notre Dame’s application process for the MBBS program.

- **My experience cannot be verified by a referee, I will need to provide supporting documentation to verify my experience.**
  We recognise that some activities may be difficult to verify and whilst we may review and consider these as applicable, they should not form a major part of your application. With regard to the significant experiences listed in your application, if the University is unable to verify them they may not be considered. Supporting documentation will not be accepted by the University.