

## **Guide to Completing the Notre Dame Medicine Portfolio 2018 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 to take the time to complete the form carefully.

The Notre Dame Portfolio gives you an opportunity to submit details of personal and community experience and activities in support of your application. You must, however, include all such details in the Notre Dame Portfolio itself. 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 help you complete the Notre Dame Portfolio. It is not exhaustive and simply indicates 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 2017. Applicants are strongly encouraged to review the template alongside this guide.

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 characters will not be pasted. Please note that paragraphs and spacing are counted as characters.

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 the application BEFORE submission. With the exception of updating verification contact information, STRICTLY no changes can be made once submitted. Verification contact detail changes should only be requested if the contact has updated contact details or is no longer able to verify experience due to unforeseen circumstances outside of the applicant's control. All verification contact details should be finalised before the submission of your portfolio.

To update verification contact details, contact The Admissions Office of your higher-preferenced campus.

- Fremantle Admissions Office at [fremantle.admissions@nd.edu.au](mailto:fremantle.admissions@nd.edu.au).
- Sydney Admissions Office at [sydney.admissions@nd.edu.au](mailto: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.

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-preferenced 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 state whether or not you have previously been a student at The University of Notre Dame Australia. If you have previously studied at the University you will be prompted to enter your Student Number.

#### **Religion**

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 and no faith at all who understand and respect the Objects of the University.

#### **Languages Spoken at Home**

List the languages that you speak at home in order of use. If you prefer not to name languages other than English, or you only speak English, please state 'English only'.

#### **Disability or Medical Condition**

You may disclose a medical condition or disability 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. 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**

State whether or not you are currently enrolled or have previously been enrolled in a MBBS, MD or equivalent at any university in Australia or elsewhere by selecting 'Yes' or 'No'.

### **Leadership Experience**

Leadership is vital for high-quality healthcare in many health-related areas.

Leadership may have been demonstrated in many contexts, including school, church, university, community or the workplace. You may give up to four examples, which may include teaching music to a student group, coaching or captaining a sports team, leading a choir or debating team, chairing or exercising other executive roles 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. Be concise, as only **480 characters** (approx. 80 words) per box will be available. Paragraphs and spacing are counted as characters. Any characters that exceed this limit will be automatically omitted.

Some characters such as quotation marks may be removed for security and formatting reasons.

### **Service to Community/Church Involvement**

Commitment and service to the community is highly-valued in any individual.

Community service may have been demonstrated in paid or unpaid work for religious, community or social service organisations. You may provide up to four examples, which may include involvement in religious, ethnic or cultural communities, health or social service settings or charitable organisations, volunteer work in Australia or overseas, fundraising, significant responsibility for the welfare of others, or service to others in areas of high need. You are encouraged to be concise, as only **480 characters** (approx. 80 words) per box will be available. Paragraphs and spacing are counted as characters. Any characters that exceed this limit will be automatically omitted.

Some characters such as quotation marks may be removed for security and formatting reasons.

### **Other Academic or Life Achievements**

This section is dedicated to academic or life achievements and accomplishments in any other area of human endeavour. You may provide up to four examples in this section. Examples of other academic or professional achievements may include scholarships, school or university prizes, conference presentations, publication, or formal recognition of contribution to a profession. Examples of other life achievements may include recognised sports, music, dance, drama, or fine arts achievement, non-academic writing, bilingualism or multilingualism, or cross-cultural experience such as partnership with Aboriginal and Torres Strait Islander peoples, or international experience such as travel, exchange or working holidays. 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. Paragraphs and spacing are counted as characters. Any characters that exceed this limit will be automatically omitted.

Some characters such as quotation marks may be removed for security and formatting reasons.

*The abovementioned examples of leadership experience, church or community involvement, or other academic and life achievements are not exhaustive. You should draw from your own history any example which you believe is relevant to you and your application.*

### **Verification of Experience**

You must provide the contact details of persons who can verify your experience. A contact person, with both a current telephone and email address, must be provided for each experience given. It is vital to confirm your contacts' details before submitting your application. We recognise that some activities may be difficult to verify, and, while we might choose to review and note unverified experiences, they should not be a major part of your application. Unverified experiences may be deemed inapplicable.

### **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 MD course: a First Aid course meeting the Australian Qualifications Framework standard HLTF301B, 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 fulfil the course requirements.

### **Personal Statement**

The Personal Statement is compulsory part of the Notre Dame Portfolio. **Applicants who fail to submit a Personal Statement will not be considered.** It should explain your motives for pursuing a career in Medicine and studying at Notre Dame. It should also reference your understanding of and respect for the Objects of

the University. Your Personal Statement must be limited to a maximum of **4,800 characters** (approx. 800 words). Paragraphs and spacing are counted as characters. Any characters that exceed this limit will be automatically omitted.

### **Privacy Statement & Declaration**

Please read the Privacy Statement and 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, 'Privacy Statement and Declaration'.

### **Other Considerations**

Recognition will be given to higher degrees of PhD or Masters by research completed by 31 July 2017 through the scoring on the Notre Dame Portfolio.

Embedded combined undergraduate/postgraduate degrees will not be awarded recognition.

### **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.

## **FAQs**

### **- Can I have the same experience under multiple headings?**

Applicants choose for themselves which aspects of their experiences are relevant to which categories, and how best to articulate those aspects according to the categories.

### **- Can I leave an experience section blank?**

Applicants may provide up to four individual examples in each section. While you are able to leave a section blank, you are encouraged to be as thorough and concise as possible.

### **- Can I complete the experience sections but leave the Personal Statement blank?**

No. The Personal Statement is a compulsory component of the application. Applicants who do not submit a Personal Statement will not be considered.

### **- Should I include experiences that will take place in the future?**

No. Applicants should only include past experiences. Experiences that are planned for the future will not be considered.

### **- The person I have listed to verify my experience is currently overseas. What information should I provide?**

Please provide both current phone and email contact details. It is vital that you confirm these details before submitting your application.

### **- Who should I select to verify my experience?**

The person you choose must be able to verify your experience. Where applicable, you are strongly encouraged to list a manager or supervisor.

### **- The person I have listed to verify my experience has left the company / gone on leave / is not contactable. Can I update my verifier and/or their contact details?**

To update verification contact details please contact the Admissions Office of your higher-preferenced campus.

- Fremantle Admissions Office at [fremantle.admissions@nd.edu.au](mailto:fremantle.admissions@nd.edu.au).

- Sydney Admissions Office at [sydney.admissions@nd.edu.au](mailto:sydney.admissions@nd.edu.au)

- **When will the people I have listed to verify my experiences be contacted?**

Verifiers are generally contacted after interview offers are released. However, they can be contacted at any point of the application process.

- **Can I choose more than one person to verify an experience?**

Only one person should be provided to verify an experience.

- **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 MD program.

- **My experience cannot be verified by a person. Can I 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.