St John of God Health Care aims to enable students to seek exceptional practical learning experiences to enhance their learning, improve their potential as doctors, and make a contribution to the University, the medical profession and the broader community.

To this end, St John of God Health Care has established scholarships to be awarded each year to students enrolled in the School of Medicine at The University of Notre Dame Australia, Fremantle, who fulfil the criteria set out in these Conditions. The Scholarship has been established in recognition of Dr Michael Quinlan and his significant contribution to medical education, clinical services and the Catholic Church.

The Scholarship is administered in accordance with the following conditions:

1. **NAME OF SCHOLARSHIP**
   The St John of God Health Care - Dr Michael Quinlan Medical Elective Scholarship (Scholarship).

2. **PURPOSE OF SCHOLARSHIP**
   The purpose of the Scholarship is to support the costs of travel, board, accommodation and administration fees for overseas or national elective placements undertaken by final year medical students of The University of Notre Dame Australia’s Fremantle campus.

3. **VALUE OF SCHOLARSHIP**
   A total of $10,000 is available annually to be distributed:
   a) Up to two scholarships for students undertaking an overseas placement to the value of $5,000;
   b) And/or:
      i) One scholarship to the value of $5,000 for a student undertaking a placement in a disadvantaged community; and
      ii) Two scholarships to the value of $2,500 each for two students undertaking placements.

4. **ELIGIBILITY REQUIREMENTS**
   To be eligible to apply, applicants must:
   a) Be currently enrolled in the School of Medicine, Fremantle.
   b) Have successfully completed their requirements for their final year elective and be a student of good standing in the School of Medicine, Fremantle.
   c) Have chosen either an overseas location or a disadvantaged area within Australia for their elective placement.

5. **SELECTION COMMITTEE**
   The Selection Committee for the Scholarship will comprise:
   a) Dr Michael Quinlan (or nominee);
   b) St John of God Director of Medical Services and Strategy (or nominee);
   c) The Dean of the School of Medicine (or nominee); and
   d) The Campus Minister of the University (or nominee).

6. **SELECTION CRITERIA**
   In order to make its decision the Selection Committee may consider:
   a) Which of the applicants, in the opinion of the Selection Committee, best demonstrate through their application and supporting documentation a strong social justice philosophy for developing countries or marginalised groups;
   b) Any circumstances of financial hardship on the part of the applicant;
   c) The applicant’s academic performance; and
   d) Any other matters the Selection Committee considers relevant.
7. APPLICATION PROCEDURE
   a) Applications are called for annually and must be submitted to the Office of University Relations, Fremantle by the advertised closing date.
   b) Written applications setting out compliance with the eligibility requirements and addressing the selection criteria must be made on the application form available from the School of Medicine, Fremantle website and accompanied by:
      i) A brief curriculum vitae including present and previous relevant work and volunteer experience;
      ii) The elective proposal; and
      iii) A letter of recommendation from the Associate Dean Clinical.

8. SELECTION PROCESS
   a) Applications will be reviewed by the Selection Committee outlined in Clause 5, in July of the year of the award to select the candidates for consideration.
   b) The Selection Committee may choose to interview shortlisted applicants if it wishes to do so.
   c) The Selection Committee may decide in any year not to award a Scholarship.
   d) Successful applicants will be advised in August and the decision on the awards will be final.

9. AWARDDING PROCEDURE
   a) The Scholarship will be awarded by the University and announced by St John of God Health Care’s Group Director of Medical Services or nominee at the School of Medicine Awards Ceremony, Fremantle.
   b) The Scholarship recipients will be advised of the outcome of their application and will receive their scholarships prior to the School of Medicine Awards Ceremony, so that scholarship funds can be used to assist with organising their elective placement.

10. CONDITIONS OF SCHOLARSHIP
    Scholarships are awarded on the condition that the recipient undertakes the elective placement outlined in their successful Scholarship application. If an elective placement is changed or the student does not undertake the elective, the scholarship may be awarded to another applicant as determined by the Selection Committee, based on the Selection Criteria.

    To retain this award, recipients are required to:
    a) Achieve Satisfactory Progress (as that term is defined in the University’s General Regulations) from the time the Scholarship is awarded until the elective placement is completed;
    b) Continue to satisfy the eligibility requirements set out in Clause 4;
    c) Comply with the reporting obligations as set out in Clause 13;
    d) Comply with the Objects of the University and any applicable regulations, policies and procedures; and
    e) Not be found to have committed misconduct.

    In the event that the recipient fails to satisfy any of the abovementioned conditions, the University reserves the right to revoke the Scholarship and require repayment by the Student of any amounts already paid to them.

11. METHOD OF PAYMENT
    Payment of each Scholarship will be made in one instalment into the recipient’s bank account on receipt of their Gift Expenditure Form.

12. 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 Medicine, outlining the circumstances and reasons relating to their personal situation. The Dean has discretion to determine the ongoing status of the Scholarship.
13. **CONCURRENT SCHOLARSHIPS**
The Scholarship may be held concurrently with other awards.

14. **REPORTING REQUIREMENTS**
a) Scholarship recipients are required to submit a report at the end of their elective to the School of Medicine and the Office of University Relations. The report will be forwarded to the Selection Committee. The report must reflect on their elective experience and the ways the Scholarship assisted them.
b) Scholarship recipients may be required to make a presentation on their experiences to the Selection Committee or to students and staff of the University following completion of their elective.

15. **ADMINISTERING BODY**
The Scholarship is administered by the School of Medicine, Fremantle and the Office of University Relations, Fremantle.

16. **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.

| **Purpose:** | The purpose of the Scholarship is to support the costs of travel, board, accommodation and administration fees for overseas or national elective placements undertaken by final year medical students of The University of Notre Dame Australia’s Fremantle campus. |
| **Responsible Executive:** | Director, Office of University Relations, Fremantle |
| **Responsible Office:** | Office of University Relations |
| **Contact Officer:** | Development Manager |
| **Effective Date:** | November 2010 |
| **Campus Applicability:** | Fremantle |
| **Modification History:** | Review and modification Clause 7b & 8a March 2012, Clauses 3b, 7a, 8d and 9a June 2012, Clause 12a September 2012, Clause 1, 3a and 3b, 4b, 7b, 8a, 8d, 10, 11, and 13 May 2013 |