The Personal and Professional Development Visiting Scholarship (Scholarship) is administered in accordance with the following conditions:

1. **NAME OF SCHOLARSHIP**
   Personal and Professional Development Visiting Scholarship.

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

3. **VALUE OF SCHOLARSHIP**
   One Scholarship to the value of $3,000 will be awarded each year.

4. **ELIGIBILITY REQUIREMENTS**
   To be eligible for the Scholarship, applicants must:
   - a) Be currently enrolled in and studying in the School of Medicine, Fremantle; and
   - b) Have successfully completed their requirements for their elective (MED400) and be a student of Good Standing in the School of Medicine, Fremantle.

5. **SELECTION COMMITTEE**
The Selection Committee for the Scholarship will comprise:
   - a) The Dean of the School of Medicine (or nominee);
   - b) The Head of Personal and Professional Development (or nominee);
   - c) The Associate Dean Clinical (or nominee); and
   - d) The Elective Coordinator (or nominee).

6. **SELECTION CRITERIA**
   In determining the recipient of the Scholarship, the Selection Committee may consider:
   - a) Which of the eligible applicants, in the opinion of the Selection Committee, best demonstrates through their application and supporting documentation/proposal, a strong personal and professional commitment to the Scholarship, emphasising their links to the nominated Personal and Professional Development theme(s), and in particular:
     - i. Doctor patient relationship;
     - ii. Professionalism;
     - iii. Reflective Practice and Critical Thinking;
     - iv. Well Physician;
     - v. Ethics and Law;
     - vi. Leadership and Management;
   - b) The applicant’s academic performance; and
   - c) 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 University scholarship website and accompanied by a current and brief curriculum vitae.

8. **SELECTION PROCESS**
   - a) Applications will be reviewed by the Selection Committee in April 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.
9. **CONDITIONS OF THE SCHOLARSHIP**

To retain this award, recipients are required to:

a) Undertake the elective placement outlined in their successful Scholarship application;

b) 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;

c) Continue to satisfy the eligibility requirements set out in Clause 4;

d) Comply with the reporting obligations as set out in Clause 12;

e) Participate in any publications, media and events related to the award of the Scholarship;

f) Comply with the Objects of the University and any applicable regulations, policies and procedures; and

g) Not be found to have committed misconduct.

10. **CONCURRENT SCHOLARSHIPS**

The Scholarship may be held concurrently with other awards.

11. **METHOD OF PAYMENT**

a) Payment of each Scholarship will be made in one instalment into the recipient’s bank account.

b) Recipients are required to complete a Gift Expenditure Form for payment of funds.

12. **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 asked to make a presentation on their experiences to the Selection Committee or to students and staff of the University following completion of their elective.

13. **ADMINISTERING BODY**

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

14. **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.

15. **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.

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**Purpose:** The purpose of the Scholarship is to support the costs of travel, board, accommodation and administration fees for overseas elective placements undertaken by final year medical students of The University of Notre Dame Australia’s Fremantle campus at Dalhousie University, Halifax, Nova Scotia, Canada.

**Responsible Executive:** Director, Office of University Relations, Fremantle

**Responsible Office:** Office of University Relations

**Contact Officer:** Development Manager

**Effective Date:** March 2016

**Campus Applicability:** Fremantle

**Modification History:** March 2017 – Clause 3