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, Fremantle (University) 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
   c) 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**
   The Scholarship is awarded to the applicant who, in the opinion of the Selection Committee, best demonstrates through their application and supporting documentation:
   a) A strong 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; and
   b) Academic Merit.

7. **SELECTION PROCESS**
   a) The Scholarship will be advertised on the University website in the year preceding the award of the Scholarship.
   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 website.
   c) Applications will be submitted to the Office of University Relations, Fremantle.
   d) The Selection Committee may choose to interview selected applicants.
   e) The successful recipient will be notified in writing by the Office of University Relations.
   f) If in any year there are no eligible students, the Scholarship will not be awarded.
8. CONCURRENT SCHOLARSHIPS
The Scholarship may be held concurrently with other University scholarships.

9. 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.

10. CONDITIONS OF CONTINUATION
    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.

11. STUDENT 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 forward 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.

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

13. 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.

14. 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, Fremantle at Dalhousie University, Halifax, Nova Scotia, Canada.

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

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

**Contact Officer:**
Scholarship Program Manager, Office of University Relations, Fremantle

**Effective Date:**
March 2016

**Campus Applicability:**
Fremantle

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