1. **NAME OF SCHOLARSHIP**
The Woss Family Scholarships in Medicine.

2. **PURPOSE OF SCHOLARSHIP**
The Scholarships are to assist and encourage meritorious medical students for whom educational opportunities are limited, for example, because of financial need, distance, or responsibility for others, such as the ill or elderly.

3. **VALUE OF SCHOLARSHIP**
The value of each full Scholarship is $7,500 per annum. Up to four full scholarships may be awarded annually. In some years, however, half scholarships may also be awarded.

4. **ELIGIBILITY REQUIREMENTS**
To be eligible for a Scholarship, applicants must:
   a) Be enrolled full time as a third or fourth year student in the graduate entry degree in the School of Medicine, Fremantle; and
   b) Be able to demonstrate that their educational opportunities are limited due to adverse circumstances as set out in the Selection Criteria.

5. **SELECTION COMMITTEE**
The Selection Committee for the Scholarship will comprise:
   a) Mr & Mrs Ronald & Brigid Woss (or nominee);
   b) Up to two additional members as recommended by Mr & Mrs Woss and agreed by the Director, OUR;
   c) The Dean of the School of Medicine, Fremantle (or nominee); and
   d) The Pro Vice Chancellor & Head of Fremantle Campus (or nominee).

6. **SELECTION CRITERIA**
The Scholarship will be awarded by the Selection Committee to the applicant on the basis of:
   a) Financial need;
   b) Personal circumstances which warrant special consideration, such as distance, disability or responsibility for the care of the ill or the elderly;
   c) Personal qualities and motivation, including demonstration of a strong social justice philosophy and community involvement; and
   d) Academic merit.

Applicants who can demonstrate they assist others who are either ill or disadvantaged, and/or participate in community service volunteer programs, should set out such details fully. Personal commitment to others will be advantageous in determining successful Scholarship recipients.

7. **SELECTION PROCESS**
   a) The Scholarship will be advertised by 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) Applicants should refer to the Application Advice (Appendix 1).
   d) Applications will be submitted to the Office of University Relations, Fremantle.
   e) The Selection Committee may interview selected applicants.
   f) The successful recipient will be notified in writing by the Office of University Relations.
   g) If in any one year, there are no applicants of sufficient merit, no Scholarship will be awarded.
8. **DURATION OF SCHOLARSHIP**
   a) Subject to the conditions in Clause 11 below, the Scholarship will be tenable for the equivalent of one year full time study.
   b) The Scholarship is not transferable to another degree, Notre Dame Campus or another University.

9. **REPEAT SCHOLARSHIPS**
   Recipients of the Scholarship are eligible for repeat awards provided the eligibility requirements continue to be met. Recipients must reapply each year.

10. **METHOD OF PAYMENT**
    a) Scholarship funds will be paid directly to the student as determined by the University.
    b) Recipients are required to complete a Gift Expenditure Form for payment of funds.
    c) Scholarship funds will be paid in two instalments, at the beginning of Semesters 1 and 2. The second payment will be dependent on the student’s Satisfactory Academic Progress being confirmed by the School.

11. **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 School of Medicine, outlining the circumstances and reasons relating to their personal situation. The Dean has discretion to determine the ongoing status of the Scholarship.

12. **STUDENT REQUIREMENTS**
    Scholarship recipients are required to:
    a) Submit a mid-year and end of year report to the donor, outlining their progress;
       i. Reports should include academic results for the semester, an update regarding the circumstances which warrant the recipient to be in receipt of the Scholarship, and other relevant feedback. **Failure to adhere to this requirement in a timely matter will result in Scholarship funding being terminated.**
       ii. The Office of University Relations will notify the Scholarship recipients of the report submission due dates.
       iii. Reports should be sent to the Office of University Relations and they will be forwarded to the donor.
    b) Participate in any publications, media and events related to the award of the Scholarship.

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

14. **PUBLICATIONS**
    Any thesis, dissertation or other publications resulting from research undertaken by the recipient while in receipt of the Scholarship must acknowledge the assistance of the Scholarship and carry the University by-line.

15. **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.

16. **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.
<table>
<thead>
<tr>
<th><strong>Purpose:</strong></th>
<th>The Scholarships are to assist and encourage meritorious medical students for whom educational opportunities are limited, for example, because of financial need, distance, or responsibility for others, such as the ill or elderly.</th>
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<tr>
<td><strong>Responsible Executive:</strong></td>
<td>Director, Office of University Relations, Fremantle</td>
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<td><strong>Responsible Office:</strong></td>
<td>Office of University Relations, Fremantle</td>
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<td><strong>Contact Officer:</strong></td>
<td>Scholarship Program Manager, Office of University Relations, Fremantle</td>
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<td><strong>Effective Date:</strong></td>
<td>2006</td>
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<td><strong>Campus Applicability:</strong></td>
<td>Fremantle</td>
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<td><strong>Modification History:</strong></td>
<td>June 2016; February 2017; May 2019</td>
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APPENDIX 1

APPLICATION ADVICE – THE WOSS FAMILY SCHOLARSHIPS IN MEDICINE

Information to assist Application Submission

☐ Please use a black pen and write clearly.
☐ Check the Conditions carefully to ensure you are eligible to apply for the Scholarship.
☐ Answer all the questions and ensure you have attached all the information asked for. Incomplete applications will not be reviewed.

☐ Provide two written current references. As references are requested, we suggest you provide your referee with a copy of the Scholarship Conditions so that the reference can be written with a particular focus. If applying for several scholarships, please ask referee to write relevant scholarship name on each reference.

☐ Remember to supply your Curriculum Vitae.
☐ Provide one colour passport photograph of yourself.
☐ Do not bind or staple your application.
☐ Date and sign your application.
☐ Submit application by the closing date.

PLEASE NOTE that posting of an application is no guarantee of receipt. We strongly recommend that applicants deliver their application in person or send by registered mail. All applications must be received by the Office of University Relations, Fremantle. Please DO NOT deliver it to any other Office.

Your completed application should be delivered or posted to:

Stefania Demurtas | Scholarship Program Manager
Office of University Relations
The University of Notre Dame Australia
19 Mouat Street (ND1/108) Fremantle WA 6959

Late applications cannot be accepted.

Once you have submitted your application, relax! It may be some time before you hear from us but you will be advised the outcome of your application.