



RAMUS
Rural Australia Medical
Undergraduate Scholarships

Application Guidelines

Rural Australia Medical Undergraduate
Scholarship (RAMUS) Scheme

2010

The closing date for RAMUS is 5:00pm AEDST, 18 January 2010
Late applications will not be accepted

Apply online at www.ruralhealth.org.au



NATIONAL RURAL
HEALTH
ALLIANCE INC.



Australian Government
Department of Health and Ageing

Contents	
Completing the Application Form	2
Assessment of scholarship applications and selection of successful applicants	3
Assessment of scholarship applications	3
Eligibility criteria	4
Ranking criteria	4
Selection of successful applicants	5
Appeals	5
Declined scholarships	5
Unsuccessful applicants	5
Scholarship value and ongoing requirements	6
Annual scholarship value and payments	6
Scholarship payments and tax	6
RAMUS and its effect on Youth Allowance, ABSTUDY, Austudy and other benefits	6
Other scholarships	6
Scholar Agreement	6
Ongoing eligibility	6
Rural Doctor Mentor program	7
Repayment of funds	7
Withdrawal of scholarship	7
Appendices	
1. Glossary	8
2. Persons authorised to witness a Statutory Declaration	9
3. Guide to standard Australian medical degrees	10
4. Conditional scholarship – documents checklist	11

RAMUS Application Guidelines

These Guidelines are to assist in completing the RAMUS Application Form.

The Guidelines provide information on the eligibility criteria for the scholarship and outline how applications will be assessed and ranked and how successful applicants will be selected.

The ongoing conditions and requirements of the RAMUS are also covered in these Guidelines.

Key terms used in the Guidelines and the Application Form are shown in *italics* and are explained in the **Glossary** at Appendix 1.

How to apply

Apply online, using the online application form at www.ruralhealth.org.au

If you are unable to use the online Application Form, please contact the National Rural Health Alliance to request a hard copy application form.

Online applications must be submitted by 5.00pm (AEDST) on 18 January 2010.

Hard copy applications must be sent by mail to the National Rural Health Alliance at the address below, postmarked 18 January 2010 at the latest.

Late applications will not be accepted.

NATIONAL RURAL HEALTH ALLIANCE

Web: www.ruralhealth.org.au

Email: ramus@ruralhealth.org.au

Free call: 1800 460 440

Phone: (02) 6285 4660

Fax: (02) 6285 4670

Postal address:

RAMUS Scheme

National Rural Health Alliance

PO Box 280

DEAKIN WEST ACT 2600

Completing the Application Form

Allow plenty of time to complete your application. Take the time to read the Application Form and Guidelines fully to ensure that you understand the key terms used by the RAMUS Scheme and the questions in the Application Form.

Explanatory information has been included in the Application Form to assist you to answer the questions.

Answer the questions on the Application Form accurately and completely.

If you are completing the Application Form online, you may complete part of the form, save the partly completed form and return to it to complete and submit your application at a later time.

Before you submit your application check it carefully to ensure that you have answered all the relevant questions accurately and completely. Print a copy of your application for your own records.

Incomplete applications will not be assessed.

Personal information you provide on the RAMUS Application Form will be dealt with in accordance with the provisions of the *Privacy Act 1988*.

RAMUS Scholarships

The RAMUS Scheme is an Australian Government initiative aimed at attracting more doctors to *rural* and remote Australia. The RAMUS Scheme assists selected students with a *rural* background, a demonstrated commitment to working in a *rural* area in the future, and demonstrated financial need to study medicine at university.

The National Rural Health Alliance administers the RAMUS Scheme on behalf of the Department of Health and Ageing.

The RAMUS Scheme provides financial support to assist in meeting accommodation, living and travel costs incurred while studying medicine. The scholarships are not bonded. Instead, scholarship holders' ties to *rural* and remote Australia are reinforced through a *rural mentorship* scheme, as well as membership of their university's student *rural health club*.

The RAMUS Scheme supports a total of 550 ongoing scholarships. Each year approximately 100 new scholarship places are available, to maintain the total number of current scholarship holders at 550.

Further Information

If you have any questions, or if you need further information about RAMUS, please contact the national management agency, the National Rural Health Alliance:

Free call: 1800 460 440

Email: ramus@ruralhealth.org.au

Assessment of scholarship applications and selection of successful applicants

All submitted applications will be assessed and ranked according to the eligibility and ranking criteria set out in these Guidelines.

It is most important that you answer the questions on the Application Form accurately and completely.

Any offer of a RAMUS *conditional scholarship* will be on the basis of the information you provide in your application. If you are offered a *conditional scholarship* you will be required to submit *certified copies* of specified documents to verify the information in your application. If the information in the verifying documents is different from that in your application, your application will be amended and re-ranked. This could result in the scholarship offer being withdrawn. There is no subsequent appeal process. Refer to the **Conditional scholarship – documents checklist** (Appendix 4) for an outline of the documents that will be required.

If you are offered a *conditional scholarship* you will also be required to submit a signed *Statutory Declaration* attesting that all information set out in the Application Form is accurate and complete. Be aware that it is an offence to wilfully make a false statement in a *Statutory Declaration*.

Assessment of scholarship applications

There are four stages in determining which applicants are offered a scholarship:

Stage one

Applications are assessed against the eligibility criteria (outlined in the next section of these guidelines). Those that meet the eligibility criteria move to Stage two.

Stage two

Applications are ranked according to the selection criteria, which include *rural* background, commitment to future *rural* practice and financial need based on an income test (the ranking criteria are covered in detail on p.4). Based on this ranking, the highest ranked applicants are offered *conditional scholarships*. Applicants who are offered *conditional scholarships* are asked to provide specified documents to verify information in their application.

Stage three

The applications of *conditional scholarship* holders are verified against the supporting documents and information they have provided. RAMUS scholarships are formally awarded to those *conditional scholarship* holders whose documents verify the information provided in their application.

Stage four

The appeals process (see p.5) is conducted. *Conditional scholarships* are awarded to successful appellants.

Allocation of *conditional scholarships* may continue after the appeals process, should scholarship places become available as a result of current scholars withdrawing from or deferring their scholarship or *conditional scholarship* holders withdrawing their application or having their scholarship offer withdrawn.

If there are more eligible applicants for scholarships than places available, not all of those applicants who meet the eligibility criteria can be offered a scholarship.

Eligibility criteria

To be eligible for a scholarship in 2010, applicants must:

1. be enrolled as a full-time student in 2010 in an accredited Australian undergraduate or graduate-entry medical degree

Students can apply for RAMUS if they are applying to study medicine, or if they are already enrolled, and in any year of their medical studies.

Students who have applied for entry to a medical course and are still waiting on confirmation of a university place may apply for the RAMUS. Applications will be provisionally assessed and ranked, pending confirmation of enrolment.

Refer to the **Guide to standard Australian medical degrees** (Appendix 3) for a list of medical courses at Australian universities.

2. be an Australian citizen or permanent resident of Australia

3. have resided in a defined Australian rural area for a minimum of five consecutive years, or eight cumulative years, commencing from the age of five

Rural residency is counted up to the time of medical school entry.

Assessment of residency is based on *principal home address*. This will determine whether the applicant is of *rural origin*.

The ASGC-Remoteness Areas (RA) classification is used to determine eligible *rural* locations. Eligible *rural* locations are those identified as being within RA categories 2-5. See the definition of *rural* in the **Glossary** (Appendix 1) for more information.

4. become a member of the student rural health club at, or affiliated with, the university at which the applicant is, or will be, enrolled

Applicants who are not already a member of a student *rural health club* must indicate that they intend to become a member.

5. not be in receipt of any other scholarships, cadetships or bursaries with a combined total value of over \$7,000 per year.

Applicants who have applied for other scholarships or bursaries at the same time as applying for the RAMUS, and are successful, will need to decide which one/s they will accept. RAMUS

scholarship holders who accept other scholarships, bursaries or cadetships with a combined total value of more than \$7,000 each year, must surrender the RAMUS.

Ranking criteria

All eligible applicants are ranked according to criteria based on *rural* experience, commitment to future *rural* practice and financial need.

1. Rural experience

Longevity of *rural* experience will be assessed using *principal home address* data. *Rural* experience will be calculated, commencing from the age of five to a maximum of 12 consecutive years. Applicants who boarded at high school will not be disadvantaged. See the definition of *principal home address* in the **Glossary** (Appendix 1) for more information.

Scaling increments will be applied to eligible *rural* locations, so that the more remote a location the higher the weighting. See the definition of *rural* in the **Glossary** for more information.

Applicants who are able to verify that they attended a *rural* primary school, for at least one full calendar year, will gain additional loading as part of the assessment of the *rural* experience criterion.

2. Commitment to future rural practice

Commitment to working in *rural* Australia in the future will be assessed on the basis of stated intention, and demonstrated previous experience of and/or commitment to *rural* communities.

Applicants who are offered a *conditional scholarship* will be required to provide *certified copies* of specified documents to verify their claims about their previous experience of and/or commitment to *rural* communities.

3. Financial need

Financial need will be assessed on the basis of *taxable income* over the last two financial years, and an estimate of *taxable income* for the current financial year.

Taxable income for the previous two financial years (2007–08 and 2008–09) will be averaged, then added to the estimated *taxable income* for the current financial year (2009–10) and re-averaged.

No assets test will apply.

Applicants who are offered a *conditional scholarship* will be required to provide *certified copies* of documents such as Australian Taxation Office Notices of Assessment. *Conditional scholarship* holders who have not received *taxable income* during the previous financial year(s) or who have not received Australian Taxation Office Notices of Assessment will be required to submit *Statutory Declarations* and PAYG statements or Group Certificates, as appropriate, to verify their income.

See the **Glossary** (Appendix 1) for further information on *taxable income*.

Independent or dependent status

Applicants will be assessed as either dependent or independent.

If you are assessed as dependent, both a personal and a *parental* income test will be used to determine financial need.

If you are assessed as independent, personal and *partner* (if applicable) income tests will be used to determine financial need.

To qualify as independent you must meet at least one of the following seven criteria.

- (a) You are 25 years of age or older, as at 31 December 2009.
- (b) You have been living in State care or in an approved substitute care arrangement such as foster care.
- (c) You are a member of a couple (married or de facto) and have been in this relationship for at least 12 months, as at 31 December 2009.
- (d) You have or have had a *dependent child*.
- (e) You have been assessed by Centrelink as independent and you currently receive and will continue to be eligible, as at 31 March 2010, to receive Youth Allowance, Austudy, ABSTUDY or other means-tested Commonwealth income support payment.
- (f) You have not yet been assessed by Centrelink as independent, but you will be applying and you believe you will become eligible to receive Youth Allowance, Austudy, ABSTUDY or other means-tested Commonwealth income support payments at the independent rate as at 31 March 2010.
- (g) You have received *assessable income* of over \$13,022 in the 2008–09 financial year OR \$19,532 in the period 1 July 2008 to 31 December 2009.

In assessing financial need, an applicant's assessed income is adjusted to take account of the size of the applicant's household. This assessment will take into account whether an independent applicant has a *partner* and/or *dependent children* and whether an applicant who is dependent lives in a single *parent* or two-*parent* household and whether their *parent(s)* have other *dependent children*.

Partner income

If you are independent and have a *partner* you must provide details of your *partner's taxable income* in 2007–08 and 2008–09, and an estimate of their *taxable income* in 2009–10. If your *partner* receives Australian government income support, as specified in Question H2 on the Application Form, they do not need to provide details of their *taxable income*.

Parental income

If you are applying as dependent, you must provide details of your *parent(s)' taxable income* in 2007–08 and 2008–09, and an estimate of their *taxable income* in 2009–10. If your *parent(s)* receive Australian government income support, as specified in Question I3 on the Application Form, they do not need to provide details of their *taxable income*.

Selection of successful applicants

In 2010, scholarships are available to students in any year of their undergraduate or graduate-entry medical degree.

Applicants whose applications receive a higher ranking will be offered scholarships first.

Where two or more eligible applicants receive an equal ranking, preference will be given to the applicant with the lowest assessed income.

Appeals

Applicants who are not awarded a *conditional scholarship*, and believe they have not been able to address their particular circumstances adequately through the information provided in their application, may lodge an appeal. Applicants can also appeal if they can demonstrate an error in the assessment of their application.

Only those appeals that address the ranking criteria for the scholarship, that is, *rural* experience, commitment to future *rural* practice and financial need, will be considered.

In order to have their appeal considered, applicants should submit an appeal statement to the National Rural Health Alliance by the due date stated in the letter advising them that their application was unsuccessful and of their right to appeal.

The appeal statement should set out the reasons for the appeal and appellants should attach any additional evidence or documentation to support their case.

All appeals will be assessed, taking into account any extenuating circumstances and specific situations to reassess the appellants' rankings. The results will determine which appellants, if any, are successful in obtaining a *conditional scholarship*.

The National Rural Health Alliance will convene and facilitate an independent appeals panel, which will comprise representatives from the:

- Australian College of Rural and Remote Medicine
- Australian Medical Students' Association
- Medical Deans Australia and New Zealand
- National Rural Health Students' Network
- Rural Doctors' Association of Australia.

Declined scholarships

If a scholarship is declined, the place may be awarded to the next highest ranked applicant.

Unsuccessful applicants

Unsuccessful applicants may apply again for a scholarship in a future year.

Scholarship value and ongoing requirements

Annual scholarship value and payments

RAMUS scholarship holders receive \$10,000 (GST exempt) each year during the completion of a standard medical degree at their chosen university, or on a pro-rata basis where the standard medical degree includes a part-year of study.

Scholarship payments will be made in periodic payments, twice-monthly, through direct electronic transfer of funds to a bank, credit union, or building society account of the scholarship holder's choice. Scholarship holders may arrange to have their scholarship paid directly to an agent such as a college or a person providing private board.

Other benefits to scholarship holders include: participation in a *mentoring* program; eligibility to apply for funding support to attend selected professional conferences; free online access to the *Australian Journal of Rural Health*; opportunity to join the RAMUS Alumnus Program on completion of their studies; and a RAMUS newsletter, published three times each year.

Scholarship payments and tax

RAMUS scholarships are exempt from income tax under the *Income Tax Assessment Act 1997*. The National Rural Health Alliance will issue an annual statement to scholarship holders at the end of each academic year, detailing the amount they have received under the Scheme. Group Certificates/ PAYG Payment Summaries will not be issued.

RAMUS and its effect on Youth Allowance, ABSTUDY, Austudy and other benefits

Students applying for, or in receipt of, Australian Government benefits through Centrelink, such as Youth Allowance, ABSTUDY or Austudy, should seek advice from Centrelink on how the receipt of a RAMUS scholarship will impact on their Centrelink benefits.

Other scholarships

RAMUS scholarship holders must agree to inform the National Rural Health Alliance about any other scholarships, cadetships or bursaries that they hold or are awarded. Once the total value of other scholarships exceeds \$7,000 per year they must forego part or all of one or more of those scholarships, cadetships or bursaries so that their total value is no more than \$7,000 per year.

Scholar Agreement

Successful applicants sign a Scholar Agreement on acceptance of their RAMUS scholarship and at the beginning of each year that they continue as a RAMUS scholar. The Scholar Agreement sets out the terms under which a scholarship is offered and the ongoing eligibility requirements.

Ongoing eligibility

Once awarded a RAMUS, scholarship holders will continue to receive scholarship funds during the completion of the standard length medical degree at their chosen university, provided that they continue to meet the eligibility criteria.

To confirm their ongoing eligibility for the RAMUS, scholarship holders are required to provide specific documents in addition to the annual Scholar Agreement. These requirements are outlined in an information booklet sent to all new scholarship holders and available online at www.ruralhealth.org.au

Toward the end of each year, the National Rural Health Alliance will send scholarship holders information about the requirements to be met to continue as a scholar the following year. RAMUS payments for the year will not commence until all the required documents are received and the scholar's ongoing eligibility is confirmed.

Scholarship holders may be required, by way of an annual survey, to provide the National Rural Health Alliance with demographic, academic and other information each year they hold a scholarship.

Scholarship holders who fail to provide, within a reasonable timeframe, the documents required to confirm their ongoing eligibility for the scholarship may have their scholarship withdrawn.

Financial need

To maintain their eligibility for the RAMUS, scholarship holders must demonstrate an ongoing need for financial support.

Scholarship holders will be required to provide information about their personal *taxable income* each year. Changes in income from year to year will be assessed on a case by case basis. Scholarship holders whose *taxable income* is considered to have increased substantially from the previous financial year will be contacted and given time to consider their personal finances before further action is taken. Continued substantial increases in the personal *taxable income* of scholarship holders will affect their ongoing eligibility for a scholarship.

Academic status

Scholarship holders are required to confirm their ongoing medical school enrolment and *rural health club* membership status at the beginning of each academic year.

RAMUS scholars who are undertaking additional periods of study due to failure or who are completing extra elective units will not receive RAMUS payments during that period. No additional RAMUS payments will be made for the completion of double degrees or honours, doctoral or postdoctoral years.

Deferred studies

Scholarship holders who are granted a deferral of their studies by their university may defer their scholarship. The National Rural Health Alliance must be informed promptly of any deferrals and provided with evidence of deferral from the university. Length of deferrals and repeat years will be reviewed by the National Rural Health Alliance.

Withdrawal from studying medicine

Scholarship holders who withdraw from their study of medicine will forego their RAMUS scholarship. They will not be required to return scholarship funds paid prior to the date of their withdrawal from medicine.

Scholarship holders who withdraw from their studies should inform the National Rural Health Alliance as soon as possible.

In the event that a former scholarship holder who had earlier withdrawn from their studies is accepted into a full-time medical course at a later date, he or she will need to reapply for RAMUS in the relevant application round.

Failure and exclusion from university

Scholarship holders who fail to meet the academic requirements of their medical course, and are excluded from further study by their university, must notify the National Rural Health Alliance immediately. In these circumstances their scholarship will be revoked. They will not be required to return scholarship funds paid prior to their exclusion from study.

Scholarship holders who fail to meet the academic requirements of the previous year of their medical course, but are permitted by the university to continue their study, will have their RAMUS payments suspended. Their scholarship payments will recommence once they provide evidence that they have met the academic requirements.

Scholarship holders who fail, repeat and/or defer their studies in two consecutive academic years will need to provide a sound case in writing to the National Rural Health Alliance to establish that exceptional circumstances have prevented them from meeting their academic requirements. In the event that exceptional circumstances are not established, their RAMUS scholarship will be withdrawn. They will not be required to return any scholarship funds previously paid.

Rural Doctor Mentor program

Scholarship holders are required to have a *rural* doctor as a *mentor*.

Scholarship holders will nominate a RAMUS *mentor* of their choice and will be assisted to locate a *mentor* if required.

The *mentor* should be a medical practitioner working within an Australian *rural* location.

Scholarship holders will develop an annual Scholar-Mentor Plan with their *mentor*, will have ongoing contact on at least a quarterly basis with their *mentor*, and will undertake appropriate *rural activities*. No additional payment is made to the scholarship holder for contact with their *mentor*.

Scholars' continuing eligibility for RAMUS is dependent on a report from their *mentor* indicating satisfactory involvement in *rural activities*. Scholarship payments may be suspended or the scholarship may be forfeited if a scholar's participation in the Rural Doctor Mentor program is inadequate.

The *mentor* will be paid an annual honorarium of \$300 (plus GST if applicable) for each year of their participation. This amount will be paid directly to the *mentor* by the National Rural Health Alliance on receipt of a completed Mentor Report and a payment claim. The *mentor* payment is in addition to the \$10,000 scholarship amount.

Repayment of funds

Scholarship holders who cease to fulfil the terms of the RAMUS scholarship and fail to inform the National Rural Health Alliance, will be required to repay funds received from the time they ceased to be eligible. Ceasing to fulfil the terms of their RAMUS scholarship may include:

- withdrawal from an undergraduate or graduate entry medical course;
- ceasing to be an Australian resident; or
- accepting other scholarships, bursaries or cadetships that have a total value of over \$7,000 per year.

It is in the scholarship holder's best interest to notify the National Rural Health Alliance if they cease to fulfil the terms of their RAMUS scholarship.

In the event that a scholarship is withdrawn due to an ongoing substantial increase in personal income, the scholar will be required to forego the remainder of their scholarship without further penalty.

Withdrawal of scholarship

Ongoing RAMUS scholars who have their scholarship withdrawn, and consider that their particular situation has not been adequately addressed, must write to the National Rural Health Alliance and provide a sound case as to why their RAMUS scholarship should not be withdrawn.

Appendix 1 - Glossary

Terms used in the RAMUS Application Form and Guidelines

Assessable income: income that can be taxed. Examples of *assessable income* include:

- Gross income from earnings, including fringe benefits
- Australian Government allowances and payments, including Youth Allowance, Austudy and ABSTUDY payments
- Scholarships, bursaries, grants and other educational awards that are deemed as *assessable income* under the program guidelines that apply to these payments
- Deemed income from financial investments
- Net income from businesses, including farms
- Family trust distributions or dividends from private company shares
- Net income from rental property
- Income from boarders and lodgers
- Australian Government pensions and allowances, including Age Pension, Carer Allowance, Parenting Payment
- Superannuation
- Non-Australian income and pensions
- Income from income stream products, such as annuities and allocated products.

Certified copy: a copy of an original document that has been certified as a true and correct copy by a person who is authorised to witness a *Statutory Declaration*. A list of persons authorised to witness a *Statutory Declaration* (under the *Commonwealth Statutory Declarations Act 1959*) is at Appendix 2.

Community organisations: these may include: volunteer first aid, emergency services or other community support organisations; sporting clubs; cultural organisations such as music groups, theatre groups or community arts organisations; or environmental organisations.

Conditional scholarship: a scholarship that is provisionally awarded to a person based on the information in that person's Application Form. On the award of a *conditional scholarship*, an applicant is required to send to the National Rural Health Alliance *certified copies* of particular documents. These documents are checked against the Application Form. Discrepancies between the Application Form and the documents provided will result in an applicant being re-ranked against the selection criteria. The re-ranking process may result in the withdrawal of the RAMUS *conditional scholarship* offer.

Dependent child: a child who is under 25 years of age and is wholly or substantially dependent on his/her *parent(s)/guardian(s)*.

Mentor: a trusted guide and advisor who, in the RAMUS Scheme, must be a rural doctor. The primary role of a RAMUS *mentor* is to assist the scholar to develop ties to medical practice in *rural* and/or regional Australia. As experienced medical practitioners working in *rural* Australia, RAMUS *mentors* are able to provide support and guidance to scholars outside the university and formal study environment.

Parent(s): unless otherwise noted, references to *parent(s)* also apply to guardian(s).

Partner: a person to whom the applicant is currently married, or has been living with in a marriage-like relationship (a *de facto* relationship), for 12 months or more.

Principal home address: the address where the applicant usually lives, or has usually lived in previous years. A number of exceptions apply:

- For boarding school and university students, the *principal home address* is the place where they would usually have lived but for living away from home to attend school or university.
- If the applicant's *parents* are separated or divorced, the address of the *parent* with whom the applicant would normally have lived for the most time in months in each calendar year.
- If the applicant is assessed as being independent, the address of his/her usual place of residence.

Rural: eligible *rural* locations are those identified as being within ASGC Remoteness Areas (RA) categories 2-5.

In the assessment of applications against the rural experience selection criterion, sliding increments will be applied so that the more remote a location, the higher the weighting. Periods of time spent in more remote locations will attract a higher score and periods of time in eligible urban and outer metropolitan locations, will attract a lower score.

Information on RA categories and an interactive map can found at <http://www.doctorconnect.gov.au/internet/otd/Publishing.nsf/Content/RA-locator>

Rural activities: activities that reinforce scholars' ties to regional and *rural* Australia; that further develop their understanding of the challenges and rewards of *rural* health practice; and/or increase their exposure to specific *rural* health issues. Activities may be undertaken through the university *rural health club*, through other organisations and/or in conjunction with the scholar's mentor.

Rural health club: a university club which encourages and supports students with a background and/or interest in *rural* health. There is a *rural health club* in, or affiliated with, each university with a medical school.

Rural origin: an applicant is considered to be of *rural origin* if their *principal home address* has been in a defined Australian *rural* area for a minimum of five consecutive years, or eight cumulative years since 5 years of age.

Statutory Declaration: a written statement declared to be true in the presence of an authorised witness. The *Statutory Declaration* must be in a prescribed format and must be duly declared and witnessed by a person authorised to do so. A person who wilfully makes a false statement in a *Statutory Declaration* is guilty of an offence and may be fined or jailed, or both. A list of persons authorised to witness a *Statutory Declaration* (under the *Commonwealth Statutory Declarations Act 1959*) is at Appendix 2.

Taxable income: income which can be taxed (*assessable income*), minus all deductions that are allowable under the *Income Tax Assessment Act 1936*. These deductions include all normal business expenses, certain special deductions of a capital nature and non-business deductions. An individual's *taxable income* is shown on their Australian Taxation Office Notice of Assessment.

Appendix 2 – Persons authorised to witness a Statutory Declaration

A statutory declaration under the *Statutory Declarations Act 1959* may be made before–

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list

- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
 - (a) an officer; or
 - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
 - (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
 - (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State; or
 - (c) a Territory legislature; or
 - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution.

Appendix 3 – Guide to standard Australian medical degrees

This list is intended as a guide only. Applicants should confirm medical degree details directly with individual universities.

University	Degree title	Duration (Years)	Classification
Australian National University	MBBS, Bachelor of Medicine/ Bachelor of Surgery	4	Graduate
Bond University	MBBS, Bachelor of Medicine/ Bachelor of Surgery	4 2/3	Undergraduate
Deakin University	MBBS, Bachelor of Medicine/ Bachelor of Surgery	4	Graduate
Flinders University	BMBS, Bachelor of Medicine/ Bachelor of Surgery	4	Graduate
	Bachelor of Clinical Science/ Bachelor of Medicine/ Bachelor of Surgery	6	Undergraduate
Griffith University	MBBS, Bachelor of Medicine/ Bachelor of Surgery	4	Graduate
James Cook University	MBBS, Bachelor of Medicine/ Bachelor of Surgery	6	Undergraduate
Monash University	MBBS, Bachelor of Medicine/ Bachelor of Surgery	4	Graduate (Gippsland Campus)
		5	Undergraduate
University of Adelaide	MBBS, Bachelor of Medicine/ Bachelor of Surgery	6	Undergraduate
University of Melbourne	MBBS, Bachelor of Medicine/ Bachelor of Surgery/ Bachelor of Medical Science*	4 1/2	Graduate (* does not include)
		6	Undergraduate
University of New England	B Med, Bachelor of Medicine	5	Undergraduate
University of New South Wales	MBBS, Bachelor of Medicine/ Bachelor of Surgery	6	Undergraduate
University of Newcastle	B Med, Bachelor of Medicine	5	Undergraduate
University of Notre Dame, Fremantle	MBBS, Bachelor of Medicine/ Bachelor of Surgery	4	Graduate
University of Notre Dame, Sydney	MBBS, Bachelor of Medicine/ Bachelor of Surgery	4	Graduate
University of Queensland	MBBS, Bachelor of Medicine/ Bachelor of Surgery	4	Graduate
University of Sydney	MBBS, Bachelor of Medicine/ Bachelor of Surgery	4	Graduate
University of Tasmania	MBBS, Bachelor of Medicine/ Bachelor of Surgery	5	Undergraduate
University of Western Australia	MBBS, Bachelor of Medicine/ Bachelor of Surgery	5	Graduate
		6	Undergraduate
University of Western Sydney	MBBS, Bachelor of Medicine/ Bachelor of Surgery	5	Undergraduate
University of Wollongong	MBBS, Bachelor of Medicine/ Bachelor of Surgery	4	Graduate

Appendix 4 - Conditional scholarship – documents checklist

Do not send any additional documents with your Application Form. You will be asked to provide specified documents only if you are awarded a conditional scholarship.

If you are awarded a *conditional scholarship* you will be required to submit a signed *Statutory Declaration* attesting that all information contained in your application is true and correct.

In addition, you will be required to supply a range of *certified copies* of official documents to verify the information you have provided in your application and your eligibility for the scholarship. These documents may include:

SECTION B ELIGIBILITY CRITERIA

Q B1 Birth certificate, Australian citizenship papers or other official documents (e.g. passport)

Q B3 Evidence that you are enrolled in 2010 in an accredited Australian medical course on a full-time basis (e.g. confirmation of enrolment or official letter from the university)

SECTION D ADDRESS AND OCCUPATION DETAILS

Q D2 Evidence that you attended a *rural* primary school for at least one year, (e.g. copies of school reports for one academic year or an official letter from the primary school confirming your attendance)

SECTION F APPLICANT'S CIRCUMSTANCES

Q F1 (a) Birth certificate, driver's licence or passport

Q F1 (b) Statement from a Government agency advising of your care arrangements

Q F1 (d) Child's birth certificate or other documentation stating that you are the parent

Q F1 (e) Evidence of your Commonwealth Income Support Payment (e.g. a Centrelink Income Statement)

Q F1 (f) By 31 March 2010, evidence of your Commonwealth Income Support Payment (e.g. a Centrelink Income Statement)

Q F1 (g) PAYG statement/s, Group Certificate/s and/or statement/s from your employer/s for the period 1 July 2008–30 June 2009 or for the period 1 July 2008–31 December 2009 (whichever applies)

SECTION G PERSONAL INCOME

Q G1 Evidence of your Commonwealth Income Support Payment (e.g. a Centrelink Income Statement)

Q G2 (a) 2007–08 and 2008–09 Australian Taxation Office Notices of Assessment

or

If no *taxable income* was received during any of these financial years, a *Statutory Declaration* as certification

or

If you have not received an Australian Taxation Notice of Assessment, a *Statutory Declaration* as certification and *certified copies* of your PAYG statement/s and Group Certificate/s

Evidence of overseas income in 2007–08 and 2008–09 (if applicable)

Q G2 (b) *Statutory Declaration* containing an estimate of your 2009–10 *taxable income*

Q G4 Birth certificate of each *dependent child* stating that you are the *parent*

SECTION H PARTNER DETAILS AND INCOME

Q H2 Official evidence to verify your claims (eg. Centrelink Income Statement, Department of Veterans' Affairs Pension Income Statement or Commonwealth Health Care Card in your *partner's* name, as applicable)

Q H3 (a) Your *partner's* 2007–08 and 2008–09 Australian Taxation Office Notices of Assessment

or

If your *partner* received no *taxable income* during any of these financial years, a *Statutory Declaration* from your *partner* as certification

or

If your *partner* has not received an Australian Taxation Notice of Assessment, a *Statutory Declaration* from your *partner* as certification and *certified copies* of PAYG statement/s and Group Certificate/s

Evidence of overseas income received by your *partner* in 2007–08 and 2008–09 (if applicable)

Q H3 (b) *Statutory Declaration* from your *partner* containing an estimate of his/her 2009–10 *taxable income*

SECTION I PARENTAL INCOME

Q I2 Birth certificates of each of your *parents'/guardians'* other *dependent children*

Q I3 Official evidence to verify your claims (eg. Centrelink Income Statement, Department of Veterans' Affairs Pension Income Statement or Commonwealth Health Care Card in your *parent'(s)'* name, as applicable)

- Q 14 (a) Your mother's/female guardian's 2007–08 and 2008–09 Australian Taxation Office Notices of Assessment
- or
- If no *taxable income* was received by your mother/female guardian during any of these financial years, *Statutory Declarations* as certification
- or
- If she has not received Australian Taxation Notices of Assessment, a *Statutory Declaration* as certification and *certified copies* of PAYG statement/s and Group Certificate/s
- Evidence of overseas income received by your mother/female guardian in 2007–08 and 2008–09 (if applicable)
- Q 14 (b) *Statutory Declaration* from your mother/female guardian containing an estimate of her 2009–10 *taxable income*
- Q 14 (c) Your father's/male guardian's 2007–08 and 2008–09 Australian Taxation Office Notices of Assessment
- or
- If no *taxable income* was received by your father/male guardian during any of these financial years, *Statutory Declarations* as certification
- or
- If he has not received Australian Taxation Notices of Assessment, a *Statutory Declaration* as certification and *certified copies* of PAYG statement/s and Group Certificate/s
- Evidence of overseas income received by your father/male guardian in 2007–08 and 2008–09 (if applicable)
- Q 14 (d) *Statutory Declaration* from your father/male guardian containing an estimate of his 2009–10 *taxable income*.

SECTION J COMMITMENT TO RURAL PRACTICE

- Q J3 (a) Evidence of employment for a minimum of six months in a *rural* area, such as PAYG statements or a statement from your employer.
- Q J3 (b) Evidence of participation in a *community organisation*, such as a membership record or a statement from an office bearer of the organisation confirming your participation.
- Q J3 (c) Evidence of clinical or other university practical or work experience placements in a *rural* area.