



Guide to completing the School of Medicine Application Form (SOMAF) at The University of Notre Dame Australia 2014 Entry Year

Introduction

The University of Notre Dame Australia welcomes your application to study medicine at its Sydney or Fremantle School of Medicine. The School of Medicine Application Form (SOMAF) is an integral component of our selection process, contributing to the ranking of applicants for offers of interview and place. It is therefore important that you take the time to complete the form carefully.

The SOMAF provides you with an opportunity to submit details of personal and community experience and activities to support your application. You must include in the SOMAF **all details** that you wish to be considered. Details submitted separately **will not** be taken into account.

This guide has been developed to assist you in completing the SOMAF - it is not exhaustive but aims to provide an indication of the types of information that can be included.

If you choose to handwrite your application it must be neat and legible. Illegible information will not be followed up or considered. You are encouraged to complete your form electronically prior to printing and submitting it in hardcopy. Electronic submission of the SOMAF **will not** be accepted.

Please read the following information carefully:

Section 1: Demographic Information

1.1 Please ensure that you include your Notre Dame Application Key which you will receive once you have submitted your Notre Dame online application. Refer to www.nd.edu.au for the online application. The deadline for submission of both the UNDA online application and SOMAF is **30th May 2013 by 5pm AEST for Sydney applicants and 5pm AWST for Fremantle applicants**. In addition, a GEMSAS online application must also be submitted as a separate part of this process via the GEMSAS website **on or before 11.59pm AEST 30th May 2013**.

1.2 You will need to select the campus at which you wish to apply. If you would like to apply to both Fremantle AND Sydney Campuses you are able to do so, however, you will be asked to indicate your preferred campus. Your application must be submitted to your preferred campus.

1.3 to 1.7 Please state all demographic information.

1.8 This section deals with Citizenship and Residency Status. You must be deemed either an Australian or New Zealand Citizen, an Australian Permanent Resident, or an Australian Permanent Humanitarian Visa Holder and be holding documentation providing evidence of this at the time of submission of your application. You should not submit an application to study medicine at the University of Notre Dame Australia if you do not already hold these documents. There are no places available for international students in 2014.

1.9 – 1.12 Please state all demographic information.

Section 2: Emergency Contact

Please state an emergency contact who is in a position to respond to any action the University deems appropriate in relation to your welfare. In the event that your application is successful this information is kept on your student file. If you are offered a place it is important you keep your emergency contact details current by notifying the University of any changes.

Section 3: Education

Please state all educational qualifications and GAMSAT information.

Section 4: Personal and Community Experience

In this section you have the opportunity to set out personal and community experience that you feel supports your application. While you are encouraged to list and prioritise your activities and experiences, the emphasis should be on those that you think have been most significant in your personal development. The selection committee is not only interested in the frequency and number of activities that you have participated in, but also your role, the diversity of experience and your conclusions on how the knowledge you have gained is relevant to your application. As such, you are not required to fill every box on the form, nor to provide information in relation to experiences or achievements for every category. Some activities and experiences may fit into more than one category.

You are required to provide a contact person who can verify your experience. It is vital that you confirm these details with all listed people prior to submission of your application. We recognise that some activities may be difficult to verify and whilst we will review and consider these as applicable, they should not form a major part of your application. With regard to the significant experiences listed in your application, if the University is unable to verify them it will be at the scorer's discretion whether or not they are taken into account.

When completing sections 4.1 to 4.5 you are not expected to write an essay. Point form is acceptable providing it gets your information across. You are encouraged to be concise.

Please note that the examples of experience/activities provided in sections 4.1 to 4.5 are not exhaustive lists; you should consider what are the most relevant and significant experiences to concisely and adequately demonstrate YOUR experience.

Section 4.1: Leadership experience

Leadership is an attribute vital to the delivery of high-quality healthcare across a range of health-related areas.

Leadership may be demonstrated in many contexts including school, Church, university, community and workplace. Examples of leadership experience may include teaching an instrument to a group of students, coaching or captaining a sports team, leading a choir or debating team, a chairing or other executive role in an organisation or committee, or teaching or tutoring a class or group. Responsibilities in the workplace (paid or unpaid) can also be included in this section.

Section 4.2: Service to community/ Church involvement

A commitment and service to the community is highly valued in any individual. As a health professional it additionally affords you the opportunity to engage with communities you will be working with.

You may demonstrate service to the community through paid or unpaid employment, Church or religious bodies, or community organisations. Examples may include involvement in religious, ethnic or cultural communities or service organisations, volunteer work in Australia or overseas, fundraising, significant responsibility for the welfare of others, or other participation in charitable or other activities. Experience in health or social service settings, and service to others in areas of high need may also be included in this section.

Section 4.3: Demonstrated effective contribution to team or group work

The ability to work with others in a collaborative and meaningful way is an essential skill for all professionals. Engaging with colleagues, patients, family of patients and health professionals from other backgrounds is essential to good medical practice.

Teamwork may be demonstrated in your paid employment or in voluntary or extra-curricular activities. Examples of activities where team work may be demonstrated include involvement in sports teams, orchestras or choirs, and workplace and student organisations who work together to achieve an agreed outcome. In this section you also have the opportunity to demonstrate your ability to work effectively with people from a range of different backgrounds, ages, social groups or geographical locations. It is important that you outline the effectiveness of your contribution to the team and not just state your role within a team.

Section 4.4: Other academic and professional achievements

This section provides an opportunity for you to detail any particular achievements and accomplishments that demonstrate academic or professional experience in addition to your GAMSAT and GPA performance. Examples of other academic or professional achievements may include scholarships, school or university prizes, presenting papers or posters at conferences, publication(s), or formal recognition of contribution to a profession.

Section 4.5: Achievements or experiences not previously mentioned (including artistic, cultural, sporting and any other achievements)

This section provides an opportunity for you to submit experiences or achievements that do not fit neatly into the previous categories. Examples may include recognised sports, music, dance, drama, fine arts or other cultural or artistic activity, writing in a non-academic context, outstanding achievement in any area of human endeavour, cross-cultural experience including involvement in partnership with Aboriginal and Torres Strait Islander peoples, learning and using a language other than English, and international experience including overseas travel, international exchange or working holidays. You should include any other experience or achievement that you think is relevant and strengthens your application.

Section 4.6: Rural and remote consideration

Verification of your residence in an ASGC-RA 2 to 5 area will be obtained from GEMSAS. Notre Dame may award additional points for applicants who have lived in an ASGC-RA 2 to 5 area.

Section 5: Personal Statement

In this section you have the opportunity to write about your motivation for wanting to study Medicine at Notre Dame. The selection committee will be looking at your reasons for wanting to study medicine, why you want to undertake your learning at Notre Dame, and your understanding of The University of Notre Dame Australia, including your understanding of and position towards the Objects of the University and how well you are able to articulate this. Your personal statement must be limited to a **maximum** of 800 words.

Section 6: Curriculum Vitae

Your curriculum vitae should be a **maximum** of two single sided pages. It should not be a substitute for information required in the application form.

Section 7: Supporting Documentation

You have the option of attaching supporting documentation if it is **relevant** and **significant** to your application; only you can decide what this may be. This is not a compulsory requirement of your application. Should you choose to submit supporting documentation, it **MUST NOT** exceed four pages single sided. If you choose to include any references, then each single reference page will be counted as part of your four single sided pages. References should be signed, dated and if possible/applicable, on letterhead. If you hold a reference provided via email, you should ask your referee to provide you a hardcopy which is signed, dated and if possible/applicable, on letterhead. Please only provide certified copies of any supporting documentation. This means a photocopy that has been signed and dated by an authorised person in accordance with the *Oaths, Affidavits and Statutory Declarations Act 2005* (WA) or the *Oaths Act 1900* (NSW). Original documentation will not be returned.

Only pages one to four of supporting documentation will be considered. Supporting documentation exceeding the four pages allowed (i.e. page five and above) **will not** be considered.

Section 8: Declaration

Please read the declaration carefully before signing the SOMAF. Your signature on the SOMAF indicates that you have carefully read, understood and accepted all aspects of the form and declaration.

Other considerations

Formal academic

Details of completed post-graduate study will be obtained from GEMSAS. Additional points will be allocated to applicants with a completed higher degree of a PhD or Masters by research/coursework. Please ensure that you advise GEMSAS of any post-graduate study at institutions outside of the Automated Results Transfer System (ARTS).

Aboriginal and Torres Strait Islander descent

Aboriginal and Torres Strait Islander applicants are encouraged to contact the Notre Dame Admissions Office to discuss their application. Details will be obtained from GEMSAS for Aboriginal and Torres Strait Islander applicants who apply only through the general admissions process. Additional points will be allocated to the application form score for such applicants.