



The University of Sydney

FACULTY OF MEDICINE
POSTGRADUATE RESEARCH SCHOLARSHIP
APPLICATION GUIDELINES 2009

Introduction

The Faculty of Medicine has several scholarships that provide a living allowance for students undertaking a research higher degree (see guidelines to question 5 below for a definition). Some of these are funded by the Faculty itself, but a number are funded by generous donations from individuals. Many of the latter are limited to an area of research specified by the donor. The Medical Foundation also offers a prestigious scholarship.

In addition to the area of research, the scholarships have varied conditions, including the level of support, although none is less than the rate for the Australian Postgraduate Award (APA). However, unlike the APA, you are not required to have the equivalent of an Australian Honours 1 degree to be eligible. Scholarships are awarded on the basis of academic merit, research potential and any other criteria stipulated for individual scholarships.

The Faculty of Medicine scholarship application form is one form that covers all postgraduate research scholarships offered through the Faculty of Medicine, unless otherwise noted. Please use this form to apply for a scholarship – your single application will be considered for all scholarships for which you are eligible.

Note: if you are applying for an APA then there is no need to complete this additional form as your APA application will automatically be considered. However, you may wish to peruse these guidelines and apply them to your APA application to ensure that your application is as strong as possible.

These guidelines are provided to assist you with completing the application form for a scholarship offered through the Faculty of Medicine. Please read them carefully and provide all the supporting documentation that is requested for each question. Failure to provide the appropriate information is likely to weaken your application. Ranking will be based on the documentary evidence provided.

Questions 1. Full Name of applicant and 2. Date of birth

Your date of birth and where applicable, previous names and student identification number make it easier to track the information you send us.

Question 3. Contact Details

Please ensure your contact details are correct and advise the Postgraduate Student Administration Unit of any changes. We may need to contact you to clarify information you provide and applicants offered scholarships will be notified by mail. Those who fail to accept the offer by the date mentioned in the offer letter risk having the offer withdrawn. Failure to keep the Postgraduate Student Administration Unit informed of your correct, current mailing address will not be considered an acceptable reason for a late acceptance.

Question 4. Eligibility Criteria: Resident status (to be completed by all applicants)

Only local students are eligible to apply for the scholarships offered through the Faculty of Medicine. If you are not an Australian or New Zealand citizen or can not demonstrate by the closing date of the scholarship that you have permanent residency status, you are not eligible to be considered for scholarships offered through the Faculty of Medicine.

If you are not a permanent resident at the time of application but become one by the closing date of the scholarship, then it is your responsibility to provide the Faculty of Medicine with evidence as soon as possible. Failure to do so will result in your application being judged ineligible.

Question 5. Eligibility Criteria: Existing Qualifications and Awards

A number of scholarships offered through the Faculty of Medicine have various conditions, such as they may not be held in conjunction with other scholarships that also provide a living allowance or are only for students undertaking a PhD. These questions will assist us to decide who is eligible for which scholarships.

The Department of Education, Science and Technology's definition of a higher degree by research is that "a minimum of two-thirds of its assessable content [must be] by research and the assessment process must involve at least one qualified examiner external to the institution" (Research Training Scheme Guidelines see http://www.dest.gov.au/sectors/research_sector/programmes_funding/programme_categories/professional_skills/research_training_scheme.htm). This definition will be used to assess applicant's qualifications as research or not research. (See also question 8.)

Question 6. Eligibility Criteria: Area of Research

A number of scholarships offered through the Faculty of Medicine are specific to certain research areas. Please indicate if you are working in one of the areas listed. Your answer will determine help for which scholarships your application will be considered.

Question 7. Faculty of Medicine Research Higher Degree Enrolment Details

Applicants for a scholarship must submit an application for candidature in a research higher degree through the Faculty of Medicine commencing in semester 1, 2009 by the closing date of the scholarship or already be enrolled in such a degree. The application to undertake a research higher degree is a separate process (see http://www.foh.usyd.edu.au/postgrad/future/local_apply.php#applyresearch for details on how to apply). This application for a scholarship does not constitute an application to undertake a degree.

In order for a person to be paid a scholarship offered as the result of this application process, the person must be enrolled in a research higher degree through the Faculty of Medicine at the University of Sydney.

Students who have already commenced their research higher degree for which they are seeking support are eligible to apply for scholarships offered through the Faculty of Medicine. However, periods of study undertaken towards the research higher degree for which support is sought, will be deducted from the total length of time of the scholarship. For example, a scholarship for a PhD is offered for a maximum of three years (six semesters). If a student who has been enrolled for one semester in their PhD is successful in their application for a scholarship, they will only receive the scholarship for a maximum of five semesters, subject to all the other conditions of the scholarship.

The Faculty of Medicine does not offer extensions to scholarships except in extreme circumstances. See conditions of award for full details.

Question 8. Applicant's Tertiary Qualifications

Please list *all* tertiary qualifications you hold or have attempted, even where you do not think them relevant. If the table does not have enough lines then please list the details on a separate page.

Please attach certified copies of transcripts where the awarding institution is not the University of Sydney. Photocopies of transcripts must be certified by a Justice of the Peace.

If any course has a research component over 25 per cent, then please provide substantiating evidence of this. The amount of a course that involved research is used in the ranking process but only if it is substantiated. If it is clear on the transcript then this is sufficient evidence, but many higher education institutions either do not include the research component in the transcript or do not make the clear the contribution of the research component. In this case please provide further information such as a copy of a course handout that lists all units of study including the research component and the weighting given to each, or a letter from the institution verifying that research comprised a given amount of the assessable content. Do not assume that the conventions at one university are the same at another and that the people ranking your application will recognise that unit e.g. ABCD123 Special Project is a unit undertaken by research – provide evidence that it is.

Failure to provide substantiating evidence is likely to result in your course being considered to be 100 per cent coursework.

Question 9. Other Qualifications

If you hold qualifications from professional associations or colleges, or have passed qualifying exams such as Part I or II of the Fellowship of the Royal Australasian College of Physicians, please list them here and attach certified copies of documentary evidence such as letters from the college. These are considered as part of an applicant's qualifications and will be used in the ranking procedure where applicable.

Question 10. Research Potential

Applicants will be assessed on their research potential as well as their academic qualifications and so should provide evidence of research potential. Please include a list of publications and grants,

including all relevant publication details as if you were providing a reference list for a publication, and then provide the substantiating evidence detailed below.

Publications to be included:

1. Publications that have been published by a reputable printer
 - 1) A published book – must be research not teaching
 - 2) A chapter in an edited book (not conference proceedings)
 - 3) Papers published or accepted for publication in refereed journals
 - 4) Papers published in national or international conference proceedings
 - 5) Published presenting author conference abstracts at a national or international conference
 - 6) A patent
 - 7) A published research report
 - 8) A published case report

Please submit a list of publications and *for each publication* please include a photocopy or print of the *front page only*, showing full list of authors, year of publication, journal, volume and page numbers, and ISSN for journals where English is not the language of publication. For papers that have been accepted for publication, proof of the acceptance must be provided, such as an email/letter from the journal. If the publication is not in a journal that is listed as being refereed in either Ulrichs Periodicals Directory or the ISI citation index, then please include proof of refereeing such as referees' reports or an email from the editor referring to the refereeing process. For conferences please include the details of the conference. For patents, please provide the patent number and the relevant notice that the patent has been granted.

The Faculty of Medicine Website for postgraduate scholarships and awards (<http://www.medfac.usyd.edu.au/scholawards/postgrad/index.php>) has links to both the Ulrichs and ISI Websites.

2. Grants where the applicant is an investigator making a significant contribution.

Please provide a list of grants indicating amount, year, principle investigators, granting body and include proof that the grant was made. A copy of the front page of the grant application is not proof that it was granted.
3. Relevant professional experience at a responsible level or direct research experience.

Please give a clearly laid out chronological list of any such relevant professional and/or research experience, and provide evidence such as letters of offer or references. A *curriculum vitae* (CV) is not sufficient evidence.

Question 11. Referees' Reports

Please provide the names and positions of two academic referees who are familiar with your most recent studies. Please detach the two copies of the Referee's Report, fill in Section A and forward one copy to each referee, asking the referees to complete Section B and return the report directly to the Postgraduate Student Administration Unit by no later than the closing date of the scholarship.

It is the applicant's responsibility to ensure that the referees respond by the due date. The Faculty of Medicine will not follow up late referee's reports.

Question 12. Checklist:

The checklist has been included to assist you in ensuring that all the supporting documents requested have been attached. It will strengthen your application if you make sure you have attached everything you have been requested to attach.

Question 13. Declaration

Applications that have not been signed and dated will not be considered during the ranking process. Please post the completed form with supporting documentation, to arrive no later than **the closing date of the scholarship**, to:

Faculty of Medicine postgraduate research scholarships
Postgraduate Student Administration Unit
A27 – Edward Ford Building
The University of Sydney NSW 2006
Australia

Late, faxed and emailed copies will not be considered.

Acknowledgment

Acknowledgment of receipt of application will only be sent to applicants who enclose a stamped, self-addressed envelope with their application.

Notification of Results

Notification of the outcome of applications will be made in writing. While every effort will be made to send offers in a reasonable time frame, some offers will depend on the outcome of the APA, or second round offers for faculty scholarships and so may not be sent until January or February 2009.



The University of Sydney

SYDNEY MEDICAL SCHOOL
POSTGRADUATE RESEARCH SCHOLARSHIP
APPLICATION FORM 2009

Please use blue or black ink to fill in this form. Please write legibly.

This application, complete with supporting documentation,
must be submitted to Postgraduate Student Administration Unit
(address details on last page of this form) by Friday 30th October 2009.

LATE, FAXED and E-MAILED applications will NOT be accepted.

1. Full name of applicant

Title Mr Mrs Miss Ms Dr Other _____

Family Name _____

Given Names _____

Previous Name (if applicable) _____

Have you ever been or are you currently a student at the University of Sydney? Yes No

If yes what is your student identification number? _____

2. Date of birth

e.g. 01/03/1979

Day Month Year

3. Contact details

(must be valid from September 2009 to March 2010 and changes must be notified to the Postgraduate Student Administration Unit in writing)

Address _____

Address _____

Suburb/City _____

State _____ Postcode _____

Country (if not Australia) _____

Daytime telephone number/s _____

E-mail address _____

4. Eligibility criteria: Resident status (to be completed by all applicants)

- a. Are you an Australian or New Zealand citizen? Yes No

If **YES** go straight to Question 5. If **NO**, continue with Question 4(b).

- b. Do you have permanent resident status in Australia? Yes No

- c. Do you expect to have permanent resident status in Australia by 30/10/2009? (If permanent residence is granted by 30/10/2009 then please forward evidence to the address at the end of this form as soon as possible after it has been granted. Failure to comply will jeopardize your application.) Yes No

If you answered **NO** to all the above, you are **ineligible** for a scholarship offered through Sydney Medical School and you should not complete this form.

5. Eligibility criteria: Existing qualifications and awards

- a. Do you hold any other award that provides a living allowance? Yes No

If **YES**, what is the name of the award? _____

What is the amount per year of the award? _____

- b. Have you already completed a PhD or other doctorate by research? Yes No

- c. Have you completed a Masters by research **and** you are applying to undertake another Masters by research at the University of Sydney? Yes No

If you answered **YES** to any of the above three questions, you are **ineligible** for a scholarship offered through Sydney Medical School and you should not complete this form.

6. Eligibility criteria: Area of research

Some of the scholarships offered through Sydney Medical School are specific to certain research areas. Please indicate below if you are working in one of the areas listed. Your answer will help determine for which scholarships your application will be considered.

- | | |
|---|--|
| <input type="checkbox"/> anaesthesia | <input type="checkbox"/> neurological impairment and associated conditions such as epilepsy and rehabilitation |
| <input type="checkbox"/> arteriosclerosis | <input type="checkbox"/> neuroscience |
| <input type="checkbox"/> breast cancer | <input type="checkbox"/> ophthalmology |
| <input type="checkbox"/> cancer | <input type="checkbox"/> pathology |
| <input type="checkbox"/> child/adolescent health | <input type="checkbox"/> peritonitis |
| <input type="checkbox"/> prevention of diseases in children | <input type="checkbox"/> psychological medicine |
| <input type="checkbox"/> ear, nose and throat | <input type="checkbox"/> rheumatoid arthritis and associated conditions |
| <input type="checkbox"/> gynaecology | <input type="checkbox"/> spastic paralysis or some closely allied subject |

infectious diseases

varicose veins and associated problems,
including other external ulcers

microbiology

other, please specify: _____

7. Sydney Medical School research higher degree enrolment details

a. Are you currently enrolled in a research higher degree, e.g. PhD, other doctorate by research or masters by research, in the Faculty of Medicine, at the University of Sydney? Yes No

b. If Yes, when did you commence? _____

c. If No, have you submitted an application for a research higher degree in Sydney Medical School to commence in semester 1, 2010? Yes No

Your scholarship application will not be considered unless you have submitted an application for candidature or are already an enrolled in a higher degree by research in Sydney Medical School. For details on how to apply see http://www.foh.usyd.edu.au/postgrad/future/local_apply.php#applyresearch.

8. Applicant's tertiary qualifications

Please list **all** tertiary qualifications you hold or have attempted, and attach certified copies of transcripts where the awarding institution was not the University of Sydney. Add more pages if necessary.

| Qualification (e.g. BSc(Hons)) | Level of award (e.g. Pass, Hons 1) | Awarding Institution (e.g. University of Sydney) | Year completed (e.g. 2002) | Normal full-time duration of course (e.g. 4 years) | Per cent of course by research if any (e.g. 50%) |
|-----------------------------------|---------------------------------------|---|-------------------------------|---|---|
| | | | | | |
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If any course has a research component over 25%, then please provide substantiating evidence of this. See guidelines for details.

9. Other qualifications

If you hold qualifications from professional associations or colleges, or have passed qualifying exams such as Part I or II of the Fellowship of the Royal Australasian College of Physicians, please list them here and attach certified copies of documentary evidence such as letters from the college.

10. Research potential

Applicants will be assessed on their research potential as well as their academic qualifications and so should provide details with supporting evidence of research potential. Research potential includes:

1. Publications that have been published by a reputable printer
 - 1) A published book – must be research not teaching
 - 2) A chapter in an edited book (not conference proceedings)
 - 3) Papers published or accepted for publication in refereed journals
 - 4) Papers published in national or international conference proceedings
 - 5) Published presenting author conference abstracts at a national or international conference
 - 6) A patent
 - 7) A published research report
 - 8) A published case report

Please submit a list of publications and for each publication please include a copy of the *front page only*, showing the complete list of authors, year of publication, journal, volume and page numbers, and ISSN for journals where English is not the language of publication. For papers that have been accepted for publication, proof of the acceptance must be provided such as an email from the journal. For conferences please include the details of the conference. For patents, please provide the patent number and the relevant notice that the patent has been granted.

2. Grants where the applicant is an investigator making a significant contribution.
Please provide a list of grants indicating amount, year, principle investigators, granting body and include proof that the grant was made. A copy of the front page of the grant application is not proof that it was granted.
3. Relevant professional experience at a responsible level or direct research experience.
Please give a chronological list of any such relevant professional and/or research experience, and provide evidence such as letters of offer or references.

11. Referees' reports

Please provide the names and positions of two academic referees who are familiar with your most recent studies. Please detach the two copies of the Referee's Report, fill in Section A and forward one copy to each referee, asking the referees to complete Section B and return the report directly to the Postgraduate Student Administration Unit by no later than Friday 30th October 2009.

It is the applicant's responsibility to ensure that the referees respond by the due date.

Referee 1

Title _____
Family Name _____
Given Names _____

Referee 2

Title _____
Family Name _____
Given Names _____

12. Checklist:

- Have you attached certified copies of all transcripts of all tertiary qualifications?
- Have you attached evidence if your course included a research component that was 25 per cent or more of the total requirements of the course?
- Have you attached evidence of Fellowship of a College or other such qualification if applicable?
- Have you attached your list of publications with the necessary proof for each publication?
- Have you attached your list of grants with the necessary proof for each grant?
- Have you attached your chronology of experience and necessary proof?
- Have you sent your two referees the report form and asked them to return it to us by Friday 20 February 2009?
- Have you signed and dated the application form?

13. Declaration

I declare that the information supplied by me on this form and the supporting documents is complete, true and correct.

I authorise the University of Sydney to obtain from other educational institutions I have attended and other relevant authorities at any time, details of my enrolment, academic record and examination results, including details of enrolment variations and attendance in connection with my application for a scholarship offered through Sydney Medical School.

I also authorise the educational institutions I have attended to disclose to the University of Sydney details of my enrolment, academic record and examination results, including details of enrolment variations and attendance in connection with my application for a scholarship offered through Sydney Medical School.

I agree to abide by the University's conditions of award as amended from time to time. I note the effect prior scholarship(s) and/or candidature may have on the tenure of the award.

I am aware that there are severe penalties for providing false or misleading information, including exclusion of my application and cancellation of scholarship support.

Applicant's Full Name _____

Applicant's Signature _____

Date _____

Privacy statement

In accordance with the University of Sydney Privacy Policy, the information you provide for this application is collected and held by the University in order to assess candidates for scholarships offered through Sydney Medical School and for administrative and statistical purposes. Enquiries regarding access to and correction of the personal information should be directed in the first instance to the Postgraduate Student Administration Unit.

Please post the completed form with supporting documentation, to arrive no later than **Friday 30th October 2009**, to:

Sydney Medical School postgraduate research scholarships
Postgraduate Student Administration Unit
A27 – Edward Ford Building
The University of Sydney NSW 2006

Late, faxed and emailed copies will not be considered.

Only complete this section if you wish us to acknowledge receipt of your application *and* have enclosed a stamped, self-addressed envelope.

The Postgraduate Student Administration Unit in Sydney Medical School, University of Sydney acknowledges that it has received an application for a scholarship offered by the Sydney Medical School from

Name _____

