



## Application Guidelines

Rural Australia Medical Undergraduate  
Scholarship (RAMUS) Scheme

**2016**

The closing date for RAMUS is 5.00pm AEDST, 19 January 2016  
Late applications cannot be accepted

**Apply online at <http://ramus.ruralhealth.org.au>**



NATIONAL RURAL  
HEALTH  
ALLIANCE INC.

RAMUS is an Australian Government initiative.  
The National Rural Health Alliance administers the RAMUS scheme on behalf  
of the Commonwealth Department of Health.

## RAMUS Application Guidelines

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

The Guidelines set out the eligibility and selection 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.

These Guidelines also include:

- a Glossary of the key terms used in the RAMUS Application Form and Guidelines (Appendix 1);
- a list of accredited Australian medical degrees (Appendix 2); and
- a checklist of documents that will be required from applicants who are offered a **conditional scholarship** (Appendix 3).

### How to apply

Apply online, using the online application form at <http://ramus.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 19 January 2016**.

Hard copy applications must be sent by mail to the National Rural Health Alliance at the address below, postmarked **19 January 2016** at the latest.

**Late applications cannot be accepted.**

### RAMUS

Web: <http://ramus.ruralhealth.org.au>

Email: [ramus@ruralhealth.org.au](mailto: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

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## 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.

The Frequently Asked Questions web page <http://ramus.ruralhealth.org.au/ramus-2016-application-round-frequently-asked-questions> may also be helpful.

You do not need to complete the online application form in one session. You can save and log out of a partly completed form. You can then log in again at a later time to complete and submit your application.

Before you submit your application check it carefully to ensure that you have answered all the relevant questions accurately and completely and print a copy for your own records. (You will not be able to access your online application after you submit it.)

If you wish to change or update any information on your application after you have submitted it, you should contact the National Rural Health Alliance ([ramus@ruralhealth.org.au](mailto:ramus@ruralhealth.org.au), 1800 460 440 or 02 6285 4660).

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 Scheme assists selected students with a *rural* and remote background, a demonstrated financial need and a commitment to working in rural Australia in the future to study medicine at university.

RAMUS scholarship holders are selected through an annual competitive application round.

The RAMUS Scheme in 2016 will support a total of 405 scholarships - down from 587 in 2015. This means that in the 2016 RAMUS application round there will be only about 20 new scholarships available.

The eligibility and selection criteria for the 2016 RAMUS application round are set out in the following sections of these Guidelines. Those applicants who meet the eligibility criteria **AND** who rank highest against the selection criteria will be offered scholarships. Because of the limited number of scholarship places, not all eligible applicants can be awarded a scholarship.

RAMUS scholarship holders receive financial support to assist in meeting accommodation, living and travel costs incurred while studying medicine and especially the costs of having to move and live away from home while studying.

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*. RAMUS scholarship holders are actively encouraged to follow a rural medical career for some or all of their working life.

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

## 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:**

<b>Web</b>	<b><a href="http://ramus.ruralhealth.org.au">http://ramus.ruralhealth.org.au</a></b>
<b>Email</b>	<b><a href="mailto:ramus@ruralhealth.org.au">ramus@ruralhealth.org.au</a></b>
<b>Free call</b>	<b>1800 460 440</b>
<b>Phone</b>	<b>(02) 6285 4660</b>
<b>Fax</b>	<b>(02) 6285 4670</b>

# 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.

Be aware that if you are offered a *conditional scholarship* this is not a confirmed scholarship place. If offered a *conditional scholarship* you will be asked to provide documentation to verify the answers you have given in your application. If the information in these documents is different from the answers in your application, the scholarship offer may be withdrawn with no further avenue for appeal.

If you are offered a RAMUS *conditional scholarship*, you will be required to:

- provide *certified copies* of specified documents to verify the information you have provided in your application; and
- complete a *statutory declaration* attesting that all information set out in your Application Form is accurate and complete. It is an offence to wilfully make a false statement in a *statutory declaration*.

Refer to the **Conditional scholarship – documents checklist** (Appendix 3) for an outline of the documents that will be required.

A full scholarship is awarded only after the required documents have been provided and information in the application has been verified.

There are three 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* experience, commitment to future *rural* practice and financial need based on an income test (the selection criteria are covered in detail below, p.5).

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.

The number of RAMUS scholarship places is limited. If there are more applicants for scholarships than places available, not all applicants who meet the eligibility criteria can be offered a scholarship.

## Eligibility criteria

To be eligible for a scholarship in 2016, applicants must:

### 1. be enrolled as a full-time student in 2016 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. Their applications will be provisionally assessed and ranked, pending confirmation of enrolment.

Refer to the **Guide to standard Australian medical degrees** (Appendix 2) 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 years

The ASGC-Remoteness Areas (RA) classification is used to determine eligible *rural* locations. Due to the small number of scholarship places in 2016 eligible *rural* locations are those identified as being within RA categories 2 to 5.

*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*.

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.

*Other scholarships* include those funded by the Australian Government, state or territory governments, universities or philanthropic organisations. Please refer to the **Glossary** (Appendix 1) or the Frequently Asked Questions web page at <http://ramus.ruralhealth.org.au> for more details of the scholarships, cadetships and bursaries that are considered to be *other scholarships* for RAMUS.

In your application you must provide information about *other scholarships* you are receiving or applying for in 2016.

## Selection criteria

All eligible applicants are ranked according to the selection criteria of *rural* experience, commitment to future *rural* practice and financial need.

### 1. Rural experience

Longevity of *rural* experience will be assessed from the history of the applicant's *principal home addresses* from the age of five up to the time of medical school entry to a maximum of 12 consecutive years. 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** (Appendix 1) 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* (including income that is below the tax free threshold) over the last two financial years (2013-14 and 2014-15), and an estimate of income for the current financial year (2015-16).

Estimated income for 2015-16 will be based on actual income for the period 1 July – 31 December 2015 and an estimate of income for the period 1 January-30 June 2016. The Application Form includes a worksheet to assist applicants to calculate their estimated income for 2015-16.

*Taxable income* for the previous two financial years (2013-14 and 2014-15) will be averaged, then added to the estimated income for the current financial year (2015-16) 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, Centrelink income statements, PAYG payment summaries or pay slips, as appropriate, to verify their income. They will also be required to provide *statutory declarations* stating estimates of income. In cases where Australian Taxation Office Notices of Assessment have not been received, they will be required to provide *statutory declarations* stating income.

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

### Independent or dependent status

In the assessment of financial need, your circumstances will determine whether you will be assessed as 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 to apply for RAMUS as independent you must meet at least one of the following seven criteria:

- a. You are 22 years of age or older, as at 1 January 2016; or
- b. You have been living in State care or in an approved substitute care arrangement such as foster care; or
- 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 1 January 2016; or
- d. You have or have had a *dependent child*; or
- e. You have been assessed by Centrelink as independent and you currently receive and will continue to be eligible, as at 31 March 2016, to receive Youth Allowance, Austudy, ABSTUDY or other means-tested Australian Government income support payment as an independent person (please refer to Centrelink [www.humanservices.gov.au](http://www.humanservices.gov.au) for more information about its assessment of independence); or
- 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 Australian Government income support payments as an independent person as at 31 March 2016 (please refer to Centrelink [www.humanservices.gov.au](http://www.humanservices.gov.au) for more information about its assessment of independence); or
- g. You have received *assessable income* of over \$15,272 in the 2014-15 financial year OR \$22,908 in the period 1 July 2014 to 31 December 2015.

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 2013-14 and 2014-15, and an estimate of their taxable income in 2015-16. 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 2013-14 and 2014-15, and an estimate of their *taxable income* in 2015-16. 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 2016, scholarships are available to students in any year of their undergraduate or graduate-entry medical degree.

Applicants whose applications receive a higher ranking against the selection criteria 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.

## Declined scholarships

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

## 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 fortnightly periodic payments 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.

Scholarship holders are supported and encouraged to develop their knowledge and understanding of *rural* medical practice.

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 regular communications through the RAMUS website and newsletter.

### 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 calendar year, detailing the payments they have received under the Scheme in that year. 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.

Centrelink has advised that the RAMUS scholarship qualifies as an 'Exempt Equity and Merit Based Scholarship' and therefore up to \$7,710 in 2015, indexed annually of RAMUS scholarship income is exempt from the personal income test when Centrelink is assessing the level of student income support entitlement.

## 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 maintain their eligibility for RAMUS scholarship holders must:

### 1. be enrolled in medicine full-time

RAMUS scholarship holders must be enrolled full-time in an accredited Australian medical course.

Scholarship payments are not made during periods that a scholarship holder is:

- repeating a period of study;
- taking an intermission or leave of absence from university; or
- completing extra elective or optional units.

No additional RAMUS payments will be made for the completion of double degrees or honours or PhD years.

See below under 'Academic status' for more information.

### 2. continue to have a financial need

Scholarship holders must demonstrate an ongoing need for financial support. They are 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. Continued substantial increases in personal *taxable income* may affect a scholar's ongoing eligibility for a scholarship.

### 3. have a rural doctor mentor

Scholarship holders are required to have a *rural* medical practitioner as a *mentor* and to undertake *rural activities* with their *mentor's* guidance (see below under 'Rural Doctor Mentor Program').

### 4. be a member of the university rural health club

Scholarships holders are required to join and continue to be a member of the student *rural health club* at their university.

### 5. not hold other scholarships, cadetships or bursaries with a total value of more than \$7,000 per year

Scholarship holders must inform the National Rural Health Alliance team about any *other scholarships*, cadetships or bursaries that they hold or are awarded. (Refer to the Glossary, Appendix 1, for the definition of *other scholarships*.)

Once the total annual value of *other scholarships* held exceeds \$7,000, RAMUS scholarship holders must either:

- forgo part or all of one or more of the *other scholarships* so that their total value is no more than \$7,000 per year; or
- must withdraw from the RAMUS Scheme.

### 6. sign a Scholar Agreement and provide the specified reports and other documents

On acceptance of the scholarship and at the beginning of each year, scholarship holders are required to sign a Scholar Agreement confirming their agreement to meet the obligations attached to receiving RAMUS scholarship funds. They are also required to provide specified documents and reports to confirm their ongoing eligibility for the RAMUS.

The scholarship benefits and requirements are set out in detail in an information booklet sent to all new scholarship holders and available online at [ramus.ruralhealth.org.au](http://ramus.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.

## Academic status

### Deferred studies

Scholarship holders who are granted a leave of absence from 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 a 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 scholarship holder 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 you must declare to the Australian Taxation Office (ATO), including income that is below the tax free threshold. This income includes:

- Employment income – such as salaries and wages, allowances and other employment income, lump sum payments
- Australian Government payments – such as Youth Allowance, Austudy and ABSTUDY payments
- Some scholarships, bursaries, grants and other educational awards (please note that many scholarships are not taxable; applicants should seek advice about the taxation status of *other scholarships* they are receiving or check the Australian Taxation Office's 'Is your scholarship taxable?' tool' <https://www.ato.gov.au/Calculators-and-tools/Is-your-scholarship-taxable/>)
- Pensions and annuities – such as Australian Government pensions, pensions paid as superannuation income streams, annuities
- Investment income – such as interest, dividends, rent and rent-related payments, income or credits from any trust investments product
- Business, partnership and trust income – including family trust distributions
- Income from capital gains
- Foreign income

**Certified copy:** a copy of an original document that has been certified as a true and correct copy of the original document. A person who is authorised to witness a *statutory declaration* may certify a copy. A list of persons authorised to witness a *statutory declaration* (under the Commonwealth Statutory Declarations Act 1959) is available at <http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>. A list of authorised witnesses will be provided to applicants who are offered a *conditional scholarship*.

**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. This re-ranking may result in the withdrawal of the RAMUS *conditional scholarship* offer.

**Dependent child:** a child who is under 22 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.

**Other scholarships:** include scholarships, bursaries and cadetships funded by the Australian Government; state or territory governments; universities; or philanthropic organisations. Examples of *other scholarships* are:

- Scholarships funded by the Australian Government or state/territory governments, such as the, Medical Rural Bonded Scholarship, Queensland Health Rural Scholarship, Country Health SA Undergraduate and Professional Entry Scholarship;
- University scholarships; for example, Monash University Excellence and Equity Scholarship, University of New England Country Scholarship, University of Newcastle David Beer Scholarship, University of WA Ralph Pervan Scholarship;
- Other scholarships, such as Country Education Foundation of Australia grant; NSW Farmers' Association Tertiary Scholarship.

**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.

- If the applicant's *parents* are separated or divorced, the address of the *parent* with whom the applicant would have normally lived for the most time in months in each calendar year;
- For an applicant who attended boarding school, the *principal home address* is his/her *parent(s)*'/guardian(s)' place of residence during that time;
- During periods that an applicant was over 17 years of age and dependent as defined by Centrelink, the *principal home address* is his/her *parent(s)*'/guardian(s)' place of residence;
- For periods that the applicant was independent as defined by Centrelink, the *principal home address* is 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 *rural*, regional and remote 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.

**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 Commonwealth *statutory declaration* form and a list of persons authorised to witness a *statutory declaration* (under the Commonwealth *Statutory Declarations Act 1959*) is available at <http://www.ag.gov.au/Publications/Pages/Statutorydeclarations.aspx#commonwealth>. A list of authorised witnesses will be provided to applicants who are offered a *conditional scholarship*.

**Taxable income:** income you must declare to the Australian Taxation Office (*assessable income*), including income that is below the tax-free threshold, 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 – 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	MChD, Doctor of Medicine and Surgery	4	Graduate
Bond University	MBBS, Bachelor of Medicine/ Bachelor of Surgery	4 years and 8 months	Undergraduate
Deakin University	MBBS, Bachelor of Medicine/ Bachelor of Surgery	4	Graduate
Flinders University	MD, Doctor of Medicine	4	Graduate
	Bachelor of Clinical Sciences/Doctor of Medicine	6	Undergraduate
Flinders University – Northern Territory Medical Program	MD, Doctor of Medicine	4	Graduate
	Bachelor of Clinical Sciences/Doctor of Medicine	6	Undergraduate
Griffith University	MD, Doctor of Medicine	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 (Melbourne Campus)
University of Adelaide	MBBS, Bachelor of Medicine/ Bachelor of Surgery	6	Undergraduate
University of Melbourne	MD, Doctor of Medicine	4	Graduate
University of New England	B Med, Bachelor of Medicine	5	Undergraduate
University of New South Wales	BMed/MD, Bachelor of Medical Studies/Doctor of Medicine	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	MD, Doctor of Medicine	4	Graduate
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 3 - Conditional scholarship – documents checklist

**Do not send any documents when you submit your Application. 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 *certified copies* of specified 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 2016 in an accredited Australian medical course on a full-time basis (e.g. confirmation of enrolment, academic record 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 assessment as independent for Australian Government Income Support Payments (the document must state explicitly that you are receiving Youth Allowance or ABSTUDY or other income support payments as an independent person)
- Q F1 (f) By 31 March 2016, evidence of your assessment as independent for Australian Government Income Support Payments (the document must state explicitly that you are receiving Youth Allowance or ABSTUDY or other income support payments as an independent person)
- Q F1 (g) PAYG statement/s, Group Certificate/s and/or statement/s from your employer/s for the period 1 July 2014 – 30 June 2015 or for the period 1 July 2014 – 31 December 2015 (whichever applies)

### SECTION G PERSONAL INCOME

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

If you are not eligible to receive Australian Government income support payments, evidence about the grounds on which you are ineligible (requested on a case by case basis).

- Q G2 (a) 2013–14 and 2014–15 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 payment summary/ies.

PAYG payment summaries from Centrelink for 2013-14 and/or 2014-15 (if applicable).

Evidence of overseas income in 2013–14 and 2014–15 (if applicable)

- Q G2 (b) PAYG statements/group certificates/statements from employer(s) and evidence of payments from Centrelink for the period 1 July – 31 December 2015

Evidence of overseas income in the period 1 July – 31 December 2015 (if applicable)

*Statutory declaration* containing an estimate of your income for the period 1 January – 30 June 2016

If your long-term home and current address is within 100 kilometres of your enrolled university, evidence of your current living arrangements and costs of rent or board.

- 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 or Australian Government Health Care Card in your *partner's* name, as applicable)
- Q H3 (a) Your *partner's* 2013–14 and 2014–15 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 payment summaries
- Evidence of overseas income received by your *partner* in 2013–14 and 2014–15 (if applicable)
- Q H3 (b) *Statutory declaration* from your *partner* containing an estimate of his/her 2015–16 *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 or Commonwealth Health Care Card in your *parent'(s)'* name, as applicable)
- Q I4 (a-d) Your parent'(s)' 2013–14 and 2014–15 Australian Taxation Office Notices of Assessment
- or
- If no *taxable income* was received by your parent(s) during any of these financial years, *statutory declarations* as certification
- or
- If they have not received Australian Taxation Notices of Assessment, *statutory declarations* as certification and *certified copies* of PAYG payment summaries
- Evidence of overseas income received by your parent(s) in 2013–14 and 2014–15 (if applicable)
- Statutory declaration* from your parent(s) containing an estimate of their 2015–16 *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* in a *rural* area, 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

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The closing date for RAMUS is 5.00pm AEDST, 19 January 2016  
Late applications cannot be accepted

**Apply online at <http://ramus.ruralhealth.org.au>**

