

**UNIVERSITY OF WOLLONGONG
GRADUATE SCHOOL OF MEDICINE (GSM)**

**BACHELOR OF MEDICINE and
BACHELOR OF SURGERY (MBBS)**

**ADMISSION PORTFOLIO GUIDELINES FOR DOMESTIC
APPLICANTS
2010 entry cycle**

BACKGROUND

The UOW GSM Admissions Portfolio allows you to demonstrate your connection with a regional, rural or remote community and identify personal experiences and qualities that the GSM considers desirable in medical students and graduate doctors. This portfolio constitutes a significant proportion of the criteria required for interview selection and is the single most important component of our admissions process.

The UOW GSM requires the submission of an Admissions Portfolio for each applicant who lists UOW as a preference on their application.. Only those candidates who submit a portfolio will be considered for entry into the MBBS.

Once received, the portfolio will be scored anonymously with a focus on determining the quality of experiences and the understanding of regional, rural and remote Australia demonstrated by these experiences. The portfolio, GPA and GAMSAT scores will determine those students who receive offers for interview.

- 1. Your Portfolio template necessitates you addressing specific points.**
 - You are asked to show your cultural and community service experiences, your experience in providing leadership, being a team player, as well as experiences in the areas of sport, music, the arts etc.

- These activities will be assessed not only for their quality, intensity, duration and relevance; but also for their connection to regional, rural and remote communities.
- Your portfolio should be submitted directly to UOW GSM (not to ACER) and will be used to rank your eligibility for interview.
- Your portfolio must be submitted **regardless of the UOW ranking on your preference form**. It should be sent to UOW at the same time you lodge your application to ACER, no later than **4:00pm** Friday 5th June 2009.
- **If you do not submit a portfolio you will not be considered for interview.**
- **If you do not submit a valid email address, your portfolio will not be considered.**
- During the scoring process the GSM may contact any or all of the individuals you nominate as able to verify your experiences. If you do not provide details of who we can contact to verify your experiences, or your portfolio is incomplete, you may not be considered for interview. Some applicants have found it beneficial to notify these individuals that they may be contacted by the GSM during August 2009.

DOMESTIC Candidates

Your portfolio should outline personal experiences and your ties and commitment to regional, rural or remote communities under the specified sections listed.

INTERNATIONAL Candidates

Your portfolio should outline personal experiences under the specified sections listed. Where such activity took place in a regional, rural or remote community, please note this. (This is not an essential criteria for international students, however rural experiences may be viewed as desirable by the GSM.)

2. Portfolio Template

To maintain the absolute integrity and transparency of the UOW GSM Admission procedure, please follow the instructions below for completion:

- In order to complete the electronic portfolio correctly, you **MUST** use **Adobe Reader version 8.0** or higher. You can download the latest version for free from <http://www.adobe.com>.
- Use only the space available, **do not** attach additional documents. Only information contained on the portfolio document will be considered. The text boxes allow adequate space to meet the requirements.
- Bullet points are acceptable and you are encouraged to use them.
- Choose the most significant examples with the greatest depth of your involvement. Consider examples with the greatest evidence of connection with regional, rural and remote communities, if available. Remember your portfolio is a major component of your application to UOW GSM and due care must be taken.
- **Provide contact information for verification of examples.** It is vital that you confirm these details with all listed people prior to submission of your form. UOW GSM will not pursue anyone for verification where we have difficulty making contact, and if so, that example will not be considered.
- Ensure that location (including postcode) and duration of experiences are included for all examples presented. If experiences occurred outside Australia, please include country.

Electronic submission of the portfolio is preferred. Please attach the PDF of your completed portfolio to an email addressed to gsm_admissions@uow.edu.au. We recommend you save a copy of your portfolio for your own records. However, if you are unable to submit electronically, the portfolio may be completed, printed and mailed to UOW GSM.

Electronic or hard copy portfolios **MUST** be received by UOW GSM by **4:00pm on Friday 5th June 2009**. Late applications **WILL NOT** be accepted.

For your information, the following categories are used when scoring our portfolio. It may be beneficial to consider these definitions when completing your application:

1. **LEADERSHIP**

“...the capacity to lead, to be a person followed by others”

(Definition from Australian Oxford Dictionary)

Leadership ability is an attribute essential to good medical practice, particularly in isolated areas where support may be limited. Include any positions of leadership and responsibility in your community, workplace, social club, school or university you may have held.

For example, have you been or are you the captain of a debating team, sports team, school captain, chaired committees or in a management role at work?

2. **CAPACITY TO WORK WITH OTHERS**

Good teamwork is essential for any modern medical practitioner, but especially for those considering primary health care. No matter what specialty field of medicine, all require the capacity to work with colleagues, health professionals, patients and their families in a cooperative and collaborative manner. In this criterion you need to demonstrate teamwork beyond being the team leader, and ideally in a variety of contexts.

For example, have you been involved in teamwork activities in the workplace, sports or church group or with people of differing ages, cultural and social background than yourself?

3. **SERVICE ETHIC**

“...Service = the act of helping or doing work for another or for a community

...Ethic = a set of moral principles and moral philosophies”

(Definition from Australian Oxford Dictionary)

The desire to serve both individuals and a community is not only highly valued amongst health professionals, it also assists individuals to feel part of a community, especially in rural areas. It need not only apply to voluntary work, but to service in any form. Applicants should demonstrate involvement in activities outside usual personal interests, as this demonstrates participation mainly for the welfare or benefit of others.

For example, have you participated in fundraising activities for community service organisations, been a primary carer or contributed to aid work, or operated as a volunteer for an organisation.

4. DIVERSITY OF EXPERIENCE

“...Experience = a knowledge or skill resulting from actual observation or practical acquaintance with facts or events”

(Definition from Australian Oxford Dictionary)

People with a broad range of experiences often communicate better and display a stronger grasp of empathy for others. They may also be more adaptive to new environments and conditions. This pertains to the accumulation of significant events and experiences (both positive and negative) outside of a person’s usual work/study routine.

For example, have you participated in any music, theatre or choir activities, or have been involved in any other area of the arts? Have you travelled extensively, or lived in another country for an extended period of time?

5. HIGH LEVEL OF PERFORMANCE IN AN AREA OF HUMAN ENDEAVOUR

Many applicants to medical school are individuals who are talented in other fields. This criterion is designed to recognise achievement by means of exertion, skill, practice and perseverance.

For example, do you demonstrate excellence in representative sport, languages, music, dance or art, been involved in the Duke of Edinburgh Award Scheme, the Defence Reserve, completed an Honours year or a PhD?

6. EXPERIENCES/ACHIEVEMENTS NOT INCLUDED ELSEWHERE

This is your opportunity to include any other activities or information that you feel may be relevant but may not “fit” in any other category.

3. Submit Your Portfolio directly to :

Email: gsm_admissions@uow.edu.au

Or

ATTENTION : ADMISSIONS PORTFOLIO- CONFIDENTIAL

University of Wollongong,
Graduate School of Medicine,
Northfields Avenue,
Wollongong. NSW. 2522.
AUSTRALIA

No later than 4:00pm, Friday 5th June, 2009.

4. Processing of your portfolio

On receipt of your portfolio, UOW GSM will send you an acknowledgement email within 10 working days.

ACER will provide UOW GSM with GPA scores and GAMSAT scores for all candidates who list UOW as either the 1st, 2nd or 3rd preference.

Invitations for interview to UOW GSM will be generated after these documents are assessed, scored and ranked by the GSM Admissions Committee.

5. Further questions

UOW UniAdvice on

1300 367 869 (within Australia) / + 61 2 4221 3218 (International)

Email: uniadvice@uow.edu.au