

MONASH University



Doctor of Medicine (MD) Application
Candidature without supervision

Doctor of Medicine: Candidature Without Supervision

Applicants for admission to the Doctor of Medicine Degree (under Part III- Candidature without supervision) should consider the following prior to completing this application:

Admission to Candidature

An applicant for admission to candidature must have qualified, not less than five years previously, for the degrees of Bachelor of Medicine and Bachelor of Surgery

- at this university; or
- at another university recognised for the purpose by the faculty board and, in this case, the applicant must be a member of the academic staff of the faculty unless the faculty board in any particular case otherwise determines

and the faculty board must be satisfied that the applicant has, since qualifying for the degrees, have been substantially engaged in

- the practice and study of medicine or an allied field; or
- scientific or other scholarly work relevant to the practice of medicine or an allied field.

Work Requirements

The work for the degree:

- must be the original work of the candidate, except where due reference is made in the text;
- must constitute a significant contribution to the knowledge and understanding of a field of study of direct concern to the faculty;
- must demonstrate the capacity of the candidate to carry out independent research;
- may be published or unpublished; and
- must not have been previously submitted for a degree in any educational institution unless the committee in any particular case otherwise determines.

Conjointly authored work however, may be included in the work provided that:

- the conjointly work is clearly indicated (see below); and
- satisfactory evidence is produced to show the applicant was responsible for the initiation and the conduct or direction of a major portion of the work.

A member of the Monash academic staff who applies for candidature:

- must complete at least 75% of the work submitted for the degree while a member of the academic staff; and
- must not present in the work submitted for the degree any work:
 - prepared by or in conjunction with any person for whom the candidate is or has been a supervisor or
 - which the candidate or any student supervised by the candidate has presented or which the student intends to present for a degree, unless the committee determines otherwise.

Presentation and Formatting

Theses must conform to University requirements in terms of format and presentation, including acknowledgement of co-authors. You must consult and adhere to the procedures specified in the [Thesis by Publication](#) section of the MRGS website for details on acknowledgement of co-authors.

Further Information

The applicant must discuss their intention to apply before submitting a thesis. Applicants should contact the Research and Graduate Programs Office in the Faculty of Medicine, Nursing & Health Sciences in the first instance, where they will be put in contact with a mentor if necessary, who will advise on final presentation. <http://www.med.monash.edu.au/pgrad/research/index.html>

Please read the following instructions carefully before completing this form

- (i) This is an application form only and **does not** constitute an enrolment for any course in the university or entitle an applicant to be classified as a candidate within the university. The form should be completed and lodged with the Dean of the Faculty of Medicine, Nursing and Health Sciences. Following preliminary faculty consideration, the form will be forwarded to the Monash Research Graduate School, Research Services, University Offices.
- (ii) A fee of \$1000 applies for Stage A (assessment by preliminary review panel) of the application procedure. Please attach a cheque or money order for \$1000 to this application. All cheques or money orders should be made payable to Monash University. Please note that at stage B a minimum fee of \$3000 applies following a determination that the work is *prima facie* worthy of examination. The work is then sent out for formal external assessment in accordance with standard doctoral examination procedures.

MONASH UNIVERSITY

DOCTOR OF MEDICINE REGULATIONS 2003

Pursuant to *Statute 6.1.2 – Courses and Degrees* the Research Graduate School Committee makes the following regulations entitled **Doctor of Medicine Regulations 2003**.

Part I – General

1. Interpretations

In these regulations, unless the contrary intention appears –

“candidate” means a candidate for the degree under Part II or Part III, as the case requires;

“degree” means the degree of Doctor of Medicine;

“faculty” means the Faculty of Medicine, Nursing and Health Sciences;

“faculty board” means the faculty board of the faculty;

“member of the academic staff” means a member of the academic staff of the faculty who –

(a) holds a .5 level of appointment or above; and

(b) has held an appointment at or above lecturer B level or equivalent for a minimum of three years or any shorter period approved by the committee in a particular case.

2. Degree

The degree may be undertaken –

2.1.1 under Part II with supervision; or

2.1.2 under Part III without supervision.

Part II – Candidature with supervision

3. Admission to candidature

An applicant for admission to candidature under this part must have–

3.1.1 qualified in the university for the degrees of Bachelor of Medicine and Bachelor of Surgery; and

3.1.2 research training that the committee is satisfied is equivalent to honours I, or honours II division A

-

or other qualifications which in the opinion of the committee are equivalent or a satisfactory substitute.

4. For the purposes of the Doctorate regulations –

- 4.1.1 paragraph 17.1.3, the field of study must be of direct concern to the faculty; and
- 4.1.2 paragraph 17.2.2, where a thesis contains conjointly authored papers, satisfactory evidence must be produced to show the applicant was responsible for the initiation and the conduct or direction of a major portion of the thesis work

Part III - Candidature without supervision

5. Candidature

Except as otherwise provided in section 13 -

5.1.1 Part 1 – Doctoral Degrees of the Doctorate regulations does not apply to or in relation to candidature under this part; and

5.1.2 there are no –

- supervision;
- attendance;
- thesis;
- study program; or
- time –

requirements for or in relation to candidature.

6. Admission requirements

An applicant for admission to candidature must have qualified, not less than five years previously, for the degrees of Bachelor of Medicine and Bachelor of Surgery –

6.1.1.1 in this university; or

6.1.1.2 in another university recognised for the purpose by the faculty board and, in this case, the applicant must be a member of the academic staff of the faculty unless the faculty board in any particular case otherwise determines -

and the faculty board must be satisfied that the applicant has, since qualifying for the degrees, have been substantially engaged in –

6.1.1.3 the practice and study of medicine or an allied field; or

6.1.1.4 scientific or other scholarly work relevant to the practice of medicine or an allied field.

7. Work requirements

7.1 Work for the degree –

7.1.1 subject to subsection 7.2, must be the original work of the candidate, except where due reference is made in the text;

7.1.2 must constitute a significant contribution to the knowledge and understanding of a field of study of direct concern to the faculty;

7.1.3 must demonstrate the capacity of the candidate to carry out independent research;

7.1.4 may be published or unpublished; and

7.1.5 must not have been previously submitted for a degree in any educational institution unless the committee in any particular case otherwise determines.

7.2 Work for the degree may include work that is conjointly authored, provided –

7.2.1 the conjointly authored work is clearly indicated; and

7.2.2 satisfactory evidence is produced to show the applicant was responsible for the initiation and the conduct or direction of a major portion of the work.

8. Application for admission to candidature

An application for admission to candidature must be –

8.1.1 made to the committee in the approved form;

8.1.2 supported by the recommendation of the faculty board; and

8.1.3 accompanied by three copies of each of the following –

- the work submitted for the degree;
- a summary of the work;
- a statement of the applicant's view of the extent to which the work contributes to the advancement of knowledge;
- a statement setting out the relationship of the work submitted to any work previously submitted for a degree;
- a statement setting out particulars as to any part of the work that is conjointly authored; and
- in respect of any work undertaken outside the university, a statement of the relevant ethics codes pursuant to which the work was undertaken.

9. Academic staff requirements

A candidate who is admitted to candidature as a member of the academic staff –

9.1.1 must complete at least 75% of the work submitted for the degree while a member of the academic staff; and

9.1.2 must not present in work submitted for the degree any work -

9.1.2.1 prepared by or in conjunction with a person for whom the candidate is or has been a supervisor; or

9.1.2.2 which the candidate or any student supervised by the candidate has presented, or which the student intends to present, for an award of the university or any other educational institution, unless the committee in any particular case otherwise determines.

10. Preliminary review panel
 - 10.1 Following the receipt of an application for admission to candidature, the committee must constitute a preliminary review panel to consider the application.
 - 10.2 A preliminary review panel must comprise two members being –
 - 10.2.1 the head or nominee; and
 - 10.2.2 a senior member of the academic staff that the committee considers appropriately qualified to assess the candidate's work.
 - 10.3 A preliminary review panel must consider whether or not it is satisfied that –
 - 10.3.1 the applicant fulfills the admission requirements for the degree;
 - 10.3.2 the statement setting out the relationship of the work submitted to any work previously submitted for a degree is accurate; and
 - 10.3.3 the work submitted for the degree is *prima facie* worthy of examination –and must report its findings to the committee.
 - 10.4 A report under subsection 10.3 must state whether or not the findings of the panel are unanimous.
11. Committee determination
 - 11.1 The committee must consider a preliminary review panel report and where –
 - 11.1.1 the panel is not satisfied under all three paragraphs of subsection 10.3 or the panel is not unanimous, the committee must determine that the applicant is not qualified for admission to candidature; or
 - 11.1.2 where the panel is satisfied under all three paragraphs of subsection 10.3, the committee must –
 - 11.1.2.1 determine that the candidate is appropriately qualified and admit the candidate to candidature; or
 - 11.1.2.2 determine that the applicant is not qualified for admission to candidature.
 - 11.2 The committee must give notice of its determination to the applicant.
 - 11.3 A determination of the committee under this section is final.
12. Documents to be lodged

After receipt of notice of admission to candidature, a candidate must lodge with the committee, in a form approved by the committee, four copies of the documents accompanying the candidate's application for admission to candidature under section 8.

13. Doctorate regulations

The Doctorate regulations–

13.1.1 section 2 and sections 21 to 28 apply to and in relation to candidature under this part; and

13.1.2 apply to and in relation to the documents lodged with the committee under section 12 of these regulations as if the documents were a thesis and, for the purposes of the Doctorate regulations –

13.1.2.1 section 21, the thesis is one the committee has decided is to be examined; and

13.1.2.2 section 25, the four copies of documents were lodged under subsection 19.1 of those regulations.

DOCTOR OF MEDICINE APPLICATION (without supervision)

Office
Use
Only

ID: Application No:

Section A - To be completed by the applicant

Please print. Ensure that all questions relevant to your application are answered in full.

1. Personal Details (Please place X in appropriate boxes)

Title: Prof Assoc Prof Dr Mr Mrs Ms Other

Family Name:

If your present name is different to that on the transcript of your results or your citizenship/residency papers, please attach copies of appropriate legal documentation (eg deed poll certificate, marriage certificate etc) as evidence of the name change. State previous family name:

Given Names:

Preferred Name:

Sex: Male Female

Date of Birth: Day Month Year

Home Address:

↓ If home and mailing address are different, please complete mailing address section

Mailing Address:

Temporary Address:

↓
from: Day Month Year to: Day Month Year

Telephone No: Home: Work:

E-mail address:

Are you a citizen of Australia or New Zealand? Yes Please specify:

No

If you are **not** an Australian or New Zealand citizen, please state Country of citizenship:

Please attach a certified copy of your birth certificate, passport or Australian citizenship certificate.

Do you hold Australian permanent residency?

Yes

No



Please specify your status in Australia:

Please attach a certified copy of an original document relating to your residency status.

2. Basis for Admission

Please indicate below, which of the following is the basis for your application for admission as a candidate for the Doctor of Medicine under Part III- Candidature without supervision

I have qualified, not less than five years previously, for the degrees of Bachelor of Medicine and Bachelor of Surgery at Monash University **or**

I have qualified, not less than five years previously, for the degrees of Bachelor of Medicine and Bachelor of Surgery at another university and am a member of the academic staff of the faculty

and

Since qualifying for the degrees I have been substantially engaged in the practice and study of medicine or an allied field **or**

Since qualifying for the degrees I have been substantially engaged in scientific or other scholarly work relevant to the practice of medicine or an allied field

Evidence of substantial engagement in practice and study of medicine/allied field or scientific or other scholarly work of medicine/allied field (attach further documentation if appropriate):

3. Submission of work

Relevant academic unit:

(ie: that which aligns most closely with the work submitted for the degree)

Summary: Please attach a summary of at least 200 words describing the theme of the work to be assessed.

Are you currently enrolled for any other degree or diploma? No

Yes



Degree/diploma in which currently enrolled:



Tertiary Institution:

Expected completion date:

Day

Month

Year

Have you ever submitted work for a Doctor of Medicine (MD) prior to this application?

No

Yes



Name of Institution:

Name of Dept/Faculty:

Period of registration:

From:

Day

Month

Year

To:

Day

Month

Year

Topic:

Outcome of application:

4. Current employment status

Position held:

Institution:

Faculty in which position held:

Department in which position held:

Date on which current appointment commenced:

day

month

year

Is this appointment full-time or fractional?

Full-time

or Fractional



Give fraction

Staff personnel number:

5. Tertiary educational record

Statement(s) of your **full tertiary academic history must accompany this application**. It is preferred that **original** academic transcripts certified by the **registrar** of the issuing institution(s), are submitted. Photocopies may only be submitted if they have been certified as copies of the originals.

<i>Degree or other qualifications held</i>	<i>Awarding institution</i>	<i>Year completed</i>	<i>Major or discipline</i>	<i>Honours/Final grade</i>

6. The work to be submitted under paragraph 8.1.3 of the Doctor of Medicine (MD) Regulations:

The work submitted for award of the Doctor of Medicine must include **three*** copies of the following:

- the work submitted for the degree;
- a summary of the development of the work, of approximately 1000 words;
- a statement of the applicant's view of the extent to which the work contributes to the advancement of knowledge;
- a statement setting out the relationship of the work submitted to any work previously submitted for a degree;
- in respect of any work undertaken outside the university, a statement of the relevant ethics codes pursuant to which the work was undertaken; and
- where appropriate, statements in relation to any part of the work conjointly published. The relevant documentation and guidelines for the declaration of conjointly authored work may be found on the website of the Monash Research Graduate School at:

<http://www.mrgs.monash.edu.au/research/examination/subthesis.html>

(For academic staff members only)

I confirm that:

I have completed at least 75% of the work submitted for the degree while a member of the Monash University academic staff

Yes No

The work submitted for the degree has not been prepared by or in conjunction with a person for whom I am or have been a supervisor

Yes No

The work submitted for the degree has not been presented, nor will it be presented by myself or by any student supervised by myself, for an award of this university or any other educational institution.

Yes No

* **Please include 4 copies of each of the above with this application.**

Declaration by applicant:

The information on this form (including digital images) is collected for the primary purpose of assessing your application for admission to Doctor of Medicine (MD). Other purposes of collection include attending to administrative matters, corresponding with you (pre and post application) and statistical analyses. The information collected on this form (including digital images) may be disclosed to government agencies such as the Australian Taxation Office, the Department of Employment, Education and Workplace Relations (previously the Department of Education, Science and Training), Centrelink and the Department of Immigration and Citizenship (previously the Department of Immigration and Multicultural Affairs). If you choose not to complete all the questions on this form, it may not be possible for Monash University to assess your application. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or enquire about the handling of your personal information, please contact the University Privacy Officer on +61 3 9905 6011.

I declare that I have read the instructions on this application form and that the information provided by me is true and complete. I recognise that it is my responsibility to provide all necessary documentation to support my application and I authorise the University to obtain official student records from any educational institution; or to verify my past and current employment for the purpose of making an informed decision about the application or matters that concern my admission and enrolment in this course.

I accept that documentation provided by me will become the property of Monash University and made available to commonwealth and state agencies, pursuant to obligations under ESOS Act 2000 and the National code. I have read and understood the above conditions and accept them fully.

I acknowledge that Monash University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I have read and understand the above conditions and am prepared to accept them in full.

Candidate's Signature: _____ Date: _____

NB Under special circumstances, an applicant may request that the Head of academic unit not include a particular person on the Preliminary Review Panel. S/he must advance a clear argument for this person's non-inclusion.

- **On completion of this section the form should be forwarded to the following address:**

**Research and Graduate Programs Office
Faculty of Medicine, Nursing and Health Sciences
PO Box 64
Monash University VIC 3800**

- **Have you attached all requested documentation?**
 - **Evidence of Citizenship (Question 1)**
 - **Certified Academic transcript (Question 5)**
- **Have you provided four copies of the work, its accompanying summary, and application statements to be assessed for the award?**

Section B - To be completed by the faculty

I certify that:

The applicant meets the eligibility requirements in Section 6 of the Doctor of Medicine (Substitution) Regulations (2003) as listed below (please tick):

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Has qualified, not less than five years previously, for the degrees of Bachelor of Medicine and Bachelor of Surgery at Monash University or |
| <input type="checkbox"/> | Has qualified, not less than five years previously, for the degrees of Bachelor of Medicine and Bachelor of Surgery at another university and is a member of the academic staff of the faculty |

And

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Since qualifying for the degrees has been substantially engaged in the practice and study of medicine or an allied field or |
| <input type="checkbox"/> | Since qualifying for the degrees has been substantially engaged in scientific or other scholarly work relevant to the practice of medicine or an allied field |

The Faculty nominates the following persons as members of the Preliminary Review Panel:

Membership (sub section 10.2)

Head of relevant academic unit or nominee

--

Senior member of the academic staff considered appropriately qualified to assess the candidate's work

--

On behalf of the Faculty of Medicine, I hereby endorse this application for the Doctor of Medicine (without supervision) and approve the nominees listed above for the Preliminary Review Panel.

Signature: _____ Date: _____

Name (please print): _____

Please tick one of the following:

Dean (or Dean's approved nominee)

Head of faculty administration

Chair of Faculty Board (or designated sub-committee)

On completion, this form and all requested supplementary documentation should be forwarded by the Faculty of Medicine, Nursing and Health Sciences to the Monash Research Graduate School, Research Services.

Section C - To be completed by RGSC

On behalf of the Research Graduate School Committee (RGSC), I hereby endorse this application for the Doctor of Medicine (without supervision) and approve the nominees listed above for the Preliminary Review Panel.

RGSC Member's Signature: _____ Date: _____

Name (please print): _____