



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Graduate School of Medicine Admissions Portfolio Guide

INTERNATIONAL APPLICANTS

GSM Admissions Portfolio

BACKGROUND

UOW GSM Admissions Portfolio allows you to identify personal experiences and qualities that the GSM considers desirable in medical students and graduate doctors and also to demonstrate your connection with a regional, rural or remote community. The UOW GSM requires the submission of an Admissions Portfolio. Only those candidates who submit a portfolio will be considered for entry into the MD.

CONDITIONS FOR SUBMISSION

Your portfolio should be submitted directly to the University (email to futurestudents@uow.edu.au). Applications should be sent as early as possible as offers of interview will be conducted at various times throughout the year, with offers of places within the program are made on a rolling basis. If you do not submit a portfolio you will not be considered for interview. Your portfolio should outline personal experiences and your ties and commitment to regional, rural or remote communities under the specified sections listed.



TIPS FOR APPLYING

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 from <http://www.adobe.com> Do not use alternative PDF programs such as Preview on Mac OSX.
- Use only the space available; do not add rows and 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 – the activities section has a character limit of 300 characters per activity to allow you to describe what you did and why.
- Bullet points are acceptable, and you are encouraged to be brief.
- Choose the most significant and relevant examples with the greatest depth of your involvement over the greatest length of time. If you think an experience is important, then include it.
- Provide contact information for verification of activities. It is vital that you confirm these details with all listed people PRIOR to submission. We are aware that some activities are difficult to verify - you may include unverified experiences however they should not form a major part of your portfolio. The UOW GSM will not pursue anyone for verification where we have difficulty making contact, and if so, that example may not be considered. Portfolios with a significant proportion of unverified activities may not be scored.
- Ensure that location and duration of experiences are included for all examples presented. If experiences occurred outside Australia, please include country. Personal information must be completed at the top of the form including a valid email address. If you do not submit a valid email address, your portfolio will not be considered.

For your information, the following categories are used when reviewing your 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. When considering leadership in the portfolio the applicant needs to have displayed significant decision making ability in a position, interest or area of work, or been recognised for this ability. They may have shown promotion or progression within an organisational structure, or an increase or development in duties or responsibilities.

In this section you should 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? Have you led a research project, taught or mentored a subject, coached a sport or lead an organisation?

See an example below:

LEADERSHIP												
1	Name & Address of Organisation	Kiama Squash Club, 30 Robinson Avenue, Minnamurra						Postal/ Zip Code	2533			
	Activities	Promotion of squash as a sport										
	Position Title	Club secretary	Start Date	15-02-2006	End Date	16-12-2011	Approx Hours	3	Week	Month	Year	Total
									Per	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who can we contact to verify?	Full Name	Gregg Rowland				Position	Club President					
	Phone No.	+61 2 4227 7680				Email	rowlandg@squash.com.au					



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 the applicant needs 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, played music or undertaken research or study in a team? Have you worked with people of different social background, culture or age groups?

See an example below:

CAPACITY TO WORK WITH OTHERS										
1	Name & Address of Organisation	House With No Steps, Fairy Meadow						Postal/ Zip Code	2519	
	Activities	Coordinating activities with community members with disabilities								
	Position Title	Deputy Chairperson	Start Date	03-02-2004	End Date	Ongoing	Approx Hours	12	Week Month Year Total	
							Per	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Who can we contact to verify?	Full Name	Ms. L. Somadossi			Position	Regional manager				
	Phone No.	(02) 4221 9876			Email	somadossi@hwms.org.au				
2	Name & Address of Organisation	Bunnings Warehouse West Wyalong						Postal/ Zip Code	2617	
	Activities	Selling hardware as part of timber team								
	Position Title	Sales person	Start Date	27-06-2005	End Date	13-01-2007	Approx Hours	16	Week Month Year Total	
							Per	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Who can we contact to verify?	Full Name	Jo Lumberjack			Position	Manager - Timber				
	Phone No.	(02) 5645 7531			Email	hardwood@bunnings.com.au				



SERVICE ETHICS

“...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. These activities 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? Have you been involved in short term or recurring activities or had an organisational role over a longer term?

See an example below:

SERVICE ETHIC										
1	Name & Address of Organisation	Anglican Youth Works - Fitzroy Falls						Postal/ Zip Code	2577	
	Activities	Leader/Helper in camp for adults with disabilities								
	Position Title	Camp Leader	Start Date	01-01-2008	End Date	10-01-2010	Approx Hours	50	Week Per	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Who can we contact to verify?	Full Name	Joe Smith			Position	Camp director				
	Phone No.	02 4111 2000			Email	john@jomail.com.au				



4. 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. The criteria will be judged to demonstrate the investment of skill, time and effort.

For example, do you demonstrate excellence in representative sport, do you speak a language, play music, dance or art? Have you been involved in Defence reserve or cadets, do you hold a pilot's licence or martial arts qualification or a Duke of Edinburgh award? Have you written a book, starred in play or won an award for your skill? Have you completed a postgraduate degree, or published research in your field? Is there anything else you are proud of that you wish to include here? We are interested in any of your skills in this section.

See examples below:

HIGH LEVEL OF PERFORMANCE IN AN AREA OF HUMAN ENDEAVOUR										
1	Name & Address of Organisation	Thirroul Seaside Festival, C/O PO Box 47, Thirroul						Postal/ Zip Code	2515	
	Activities	Artist and prize winner abstract modern oil and sculpture - mixed media								
	Position Title	Artist	Start Date	01-01-2007	End Date	01-01-2007	Approx Hours	6	Per	<input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year <input checked="" type="checkbox"/> Total
Who can we contact to verify?	Full Name	Ian Brown			Position	Adjudicator				
	Phone No.	02 4221 3590			Email	browni@seaside.com.au				



FAQS

It seems that a lot of my activities for the portfolio fit in multiple categories (the categories do seem fairly broad), what's the best way to combat this? Do you put the same activity in multiple sections or in the description mention how it involved aspects of the other categories or just to let it sit under the one heading?

Please feel free to include an experience under more than one category if required, however we recommend you use your 300 characters wisely to explain to us why it is relevant, rather than just cut and paste in the different sections.

Does the 300 character limit apply to each individual activity/ example provide within the categories or to each category (e.g. leadership) as a total? The sample portfolio uses just a few words to describe activities so I am unsure of how much detail I should go into.

The 300 character limit applies to each activity so you can say as much about that as you can fit in 300 characters.

I'm not sure exactly which section to put a certain activity in. Will I get marked down if I put it in the wrong place?

No. Your application is scored by a human being not a computer, and that person reads your portfolio in entirety. If it makes better sense to the scorer for your activity to be included in a different section we will consider it in the section that is in your best interest.

How do I decide what to include if I have lots of activities?

We look at quality more than quantity, so don't feel the need to fill every space if you are not sure what to say. If you only have 3 things to tell us about then use them all and tell us why. If you have more activities to include than spaces then choose the activities that are the most in depth, the longest, the most rural or that show the most diversity, commitment, or achievement.



ANY MORE QUESTIONS ABOUT YOUR PORTFOLIO?

Contact us on futurestudents@uow.edu.au and we'll try to help!

USEFUL LINKS:

- School of Medicine website: <https://www.uow.edu.au/science-medicine-health/schools-entities/gsm/>
- GSM MD Admissions Info: <https://www.uow.edu.au/science-medicine-health/schools-entities/gsm/admission-information/international-applicants/>
- WUMSS Wollongong University Medical Students' Society: <http://www.wumss.com/>

