



OBJECTIVE

This policy details how the Melbourne Medical School in the Faculty of Medicine, Dentistry and Health Sciences (MDHS) administers requests from students in the MD course to Opt-In to the Extended Rural Cohort (ERC) stream.

POLICY

The Director, ERC will determine when to invite students to Opt-In to the ERC stream when the number of enrolled students in the ERC stream is not meeting the required quota. Applicants will be ranked and offered a place in the ERC stream subject to availability.

Guidelines for consideration of applications

The ERC Panel will consider applications using the following criteria:

1. A written application including reasons for the student's preference to pursue a career in rural medicine.
 2. The applicants ability to meet the academic requirements in a rural environment, taking notice of previous academic performance and evidence of engagement in rural communities.
 3. Capacity within the ERC stream
- Applications should be addressed to:
 - » Rural Clinical School Manager, PO Box 6500, Shepparton VIC 3632
 - e: Kate Kent kate.kent@unimelb.edu.au

Appeal Process

- Students may appeal against a decision made under the ERC Opt-In Policy in writing within ten (10) working days of the outcome notification
- Appeals should be addressed and submitted to:
 - » ERC Appeals Committee
 - e: md-enquiries@unimelb.edu.au
- The ERC Appeals Committee comprises:
 - » Director, MEU (Chair)
 - » Director, Medical Student Education (Metro)
 - » Academic Programs Manager
- An acknowledgment of receipt of the appeal will be sent to the student within three (3) working days of its receipt.
- The student will be notified in writing of the outcome of the appeal within fifteen (15) working days of receipt of the appeal.
- Appeals should comprise a one (1) page cover letter outlining the reason for the appeal, with supporting documentation attached. Verbal or emailed appeals will not be considered.
- If a student does not believe that the appeal has been adequately considered, they may follow the formal grievance procedures outlined in the Melbourne Medical School Student Grievance Procedures located at <http://medicine.unimelb.edu.au/students/policies>

PROCEDURES

The Rural Clinical School will administer the Opt-In process as follows:

- Notify students of the opportunity to Opt-In to the ERC stream, including the closing date for applications.
- Students wishing to Opt-In into the ERC stream are required to submit an application form to the Rural Clinical School Manager (e: rscs-admin@lists.unimelb.edu.au). Applicants may nominate up to two (2) referees to support the application.
- The Director, ERC will perform an initial review of each application and submit a recommendation to the ERC Panel.
- The ERC Panel will review all applications and determine the outcome. The ERC Panel will comprise of:
 - » Rural Clinical School Director of Medical Student Education
 - » Deputy Director of Medical Student Education - Shepparton
 - » Rural Clinical School Manager
- Students will be notified of the outcome of their request within fifteen (15) working days of receipt of the application.