

Office use only	Trainee ID:	Scholarly Project Exemption number:	Submission date:
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## Scholarly Project application for exemption

To be completed by trainees applying for exemption from the Scholarly Project under the Fellowship Regulations 2012.

Please submit this form to the RANZCP's examination department: [scholarly.exemption@ranzcp.org](mailto:scholarly.exemption@ranzcp.org)  
 No more than four items may be submitted for consideration per application form.

**This is an application for exemption from the Scholarly Project based on relevant qualifications or previous publications. For more information, refer to the Scholarly Project Procedure.**

RANZCP ID .....

Trainee name .....

Contact address\* (please indicate)       Personal       Business  
 .....  
 .....

Mobile phone\* .....

Email address\* .....

\*Your details will be updated on the College database if they don't match the existing records.

### PAYMENT DETAILS

The Scholarly Project exemption fee must accompany this form. Payment can be made by completing details below.

Electronic funds transfer (EFT)      Date of transfer .....

Australian EFT payments to:		New Zealand EFT payments to:	
Bank	Westpac Banking Corporation	Bank	Westpac NZ
BSB	033178	Account No	03-0207-0285242-000
Account No	801076	Account name	RANZCP
Account name	RANZCP	Payment description	[must include surname and SProject]
Payment description	[must include surname and SProject]	Reference number	
Reference number			

Credit card payment     Visa       MasterCard

Card no .....      Expiry date .....

Signature .....

Cheque (made payable to RANZCP)

**Amount**    \$.....470.00.....       AUS       NZ

Fees will be deducted within 10 working days of receipt of application. Please ensure that funds are available during this time.  
 Please note: this form becomes an invoice once paid. RANZCP examination fees are not subject to GST.

Trainee signature .....      Date .....

**PRIOR STUDY**

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If applying for exemption from the Scholarly Project due to completion of a doctoral thesis, research Masters or Honours thesis in a field relevant to psychiatry or mental health, please complete the following. The qualification must have been completed within the past 10 years in order to be eligible for exemption.

Qualification .....

Institution .....

Date conferred .....

Title of research

.....

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The following documentation must be submitted along with this application form:

- an original or certified copy of your academic record (or alternative official correspondence from the institution) certifying successful completion of the degree
- a copy of your full thesis
- an approved English translation of the thesis and academic record (if relevant).
- attached my current medical registration
- all supporting documents including this form attached as pdf files

**PREVIOUS PUBLICATION**

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If applying for exemption from the Scholarly Project due to an article being accepted for publication in a recognised peer-reviewed English-language journal relevant to psychiatry or mental health, please complete the following. The article must have been published within the past 10 years in order to be eligible for exemption.

Journal/publication .....

Reference .....

Title of research

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The following documentation must be submitted along with this application form:

- a copy of your article
- a certified copy of your letter of acceptance for publication (if not already published)
- if not the sole author, a signed statement which provides comprehensive detail about your contribution to each domain of the project/article as per the major author requirements
- if not the first author, a letter from the first author which confirms your contribution to each domain of the project/article
- attached my current medical registration
- all supporting documents including this form attached as pdf files

**SUBSTANTIALLY COMPARABLE PROJECT**

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If applying for exemption from the Scholarly Project for a substantially comparable project, please complete the following. The project must be relevant to psychiatry or mental health and must have been completed within the past 10 years in order to be eligible for exemption.

Project .....

Reference/evidence .....

Title

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 .....  
 .....  
 .....

The following documentation must be submitted along with this application form:

- a copy of your project/article
- a certified copy of your letter of acceptance for publication, if relevant (if not already published)
- if not the sole member of the project team, a signed statement which provides comprehensive detail about your contribution to each domain of the project/article as per the major author requirements
- if not the project leader, a letter from the leader which confirms your contribution to each domain of the project/article.
- attached my current medical registration
- all supporting documents including this form attached as pdf files

## Soft Copy Submission Information

When submitting your Scholarly Project exemption, you are to email your submission to [scholarly.exemption@ranzcp.org](mailto:scholarly.exemption@ranzcp.org)

- 1) Submit your Scholarly Project Exemption application form and a copy of your current medical registration. **This is to be one (1) PDF.**
- 2) Submit only one (1) soft copy of the required documentation for your Scholarly Project exemption as indicated in the [Scholarly Project application for exemption](#) form. **This is to be one (1) PDF.**
- 3) Submit only one (1) soft copy of your exemption submission, i.e. thesis/article/project. **This is to be one (1) PDF.** The exemption submission, if it is a thesis or project is to be saved as one file, not as separate files (cover page, table of contents, project, and references).
- 4) The naming convention for each file is to follow this format:  
RANZCP ID\_FAMILY NAME, First Name\_Forms\_date of submission.  
RANZCP ID\_FAMILY NAME, First Name\_supplementary documentation\_date of submission.  
RANZCP ID\_FAMILY NAME, First Name\_thesis/article/project\_date of submission.  
For example  
12345\_KENT, Clarke\_Forms\_1 May 2020  
12345\_KENT, Clarke\_supplementary documentation\_1 May 2020  
12345\_KENT, Clarke\_article\_1 May 2020
- 5) We also ask that you check that the file size is below 25 MB prior to emailing and that attachments are compressed using appropriate software like zip to reduce the file size.
- 6) Files containing images should not be of high resolution unless required.
- 7) The attachments should be scanned using appropriate Antivirus software
- 8) Email your submission by the published closing date as per the RANZCP's Examination Timetable on the website.
- 9) The closing time for the acceptance of submissions is 5:00pm AEST/AEDT Melbourne time. Trainees are advised not to wait until the last minute to email their submission, as should there be a queue at the closing time, your submission may not be received until after 5:00pm AEST/AEDT