

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

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 .....

Mobile phone\* .....

Email address\* .....

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

### SUBMISSION FEE

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The submission fee of \$521 is payable prior to submitting the Scholarly Project application for Exemption.

Payments must be received by 5 p.m. on the published submission date.  
 Submissions will not be processed without the online payment.

Use one of the two links for Australian residents or New Zealand residents

Scholarly Project Exemption fee (Australian resident)

Scholarly Project Exemption fee (NZ resident)

**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 (complete Contribution form)
- if not the first author, a letter from the first author which confirms your contribution to each domain of the project/article (complete Contribution form)
- 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. (Contribution form)
- if not the project leader, a letter from the leader which confirms your contribution to each domain of the project/article. (complete Contribution form)
- 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