

Re-admission to Fellowship Policy

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Applicability	Australia and Aotearoa New Zealand

Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.

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1. INTRODUCTION

This policy sets out the requirements and process for the re-admission of a former Fellow of The Royal Australasian College of Physicians (the College).

2. PURPOSE

The Board has adopted this policy to provide clear guidance to College bodies on the requirements for the re-admission of the former Members to assist with the clear and timely consideration of applications for re-admission to the College.

3. SCOPE

This policy applies to all Members of the College who have fulfilled Fellowship requirements, had their College membership ceased under section 4 of the RACP Constitution, and wish to be re-admitted as a Fellow of the College.

4. REQUIREMENTS FOR RE-ADMISSION

- 4.1 A former Member of the College may apply for re-admission to the College under clause 4.6 of the College's Constitution.
- 4.2 The Board may impose any conditions it feels appropriate on the re-admission of a former Member.
- 4.3 To be re-admitted to the College a former Member must:
 - 4.3.1 have previously been awarded a Fellowship of the College;
 - 4.3.2 be a registered health practitioner in the relevant jurisdiction;
 - 4.3.3 have continued to undertake Continuing Professional Development (CPD) to the extent and standard expected of a Fellow of the College;
 - 4.3.4 have demonstrated peer support for their re-admission to the College; and
 - 4.3.5 paid any relevant re-admission application fee and outstanding monies to the College.
- 4.4 Clause 6 of this policy sets out the requirements and process for managing applications for re-admission to Fellowship that are received within six months of termination of membership due solely to non-payment of membership fees.

5. PROCESS OF RE-ADMISSION

- 5.1 The process (refer to Appendix 1 for process flowchart) for the re-admission of a former Member is as follows:
 - 5.1.1 Any applicant for re-admission to the College is provided with the relevant information to apply for re-admission and is invoiced for the re-admission fee.
 - 5.1.2 The applicant must then provide the following documentation:
 - a) A letter to the relevant Division, Faculty or Chapter President requesting re-admission and outlining their reasons for re-admission;
 - b) An up-to-date curriculum vitae;
 - c) Proof of their ongoing registration as a health practitioner, and the relevant details;

- d) A letter of reference from a peer who is a Fellow of the College and of the same discipline as the applicant; and
 - e) Evidence of CPD activities they have undertaken in the previous two years that meet the requirements of the College's MyCPD Framework.
- 5.1.3 Once the documentation is received and the re-admission application fee paid, the re-admission application is provided to the relevant Division, Faculty, or Chapter for consideration.
- 5.1.4 The relevant Division, Faculty, or Chapter may choose to reject the application or to accept it (subject to payment of any outstanding monies).
- 5.1.5 If the application is approved by the relevant Division, Faculty, or Chapter, a letter and invoice for any outstanding monies is sent to the applicant.
- 5.1.6 Once the invoice for outstanding monies is paid the former Member is re-admitted.
- 5.1.7 If the invoice for outstanding monies is not paid within 90 days of issue the application for re-admission lapses and the former Member must re-apply for re-admission.

6. PROCESS OF RE-ADMISSION WITHIN SIX MONTHS OF TERMINATION DUE TO NON-PAYMENT OF SUBSCRIPTION FEE

This section outlines the process to manage applications for re-admission to Fellowship that are received within six months of termination of Fellowship due solely to non-payment of membership fees. Refer to Appendix 2 for process flowchart.

- 6.1 A former Member may apply for re-admission to Fellowship within six months of the termination of their Fellowship where their membership was terminated due solely to non-payment of their subscription fee. Appendix 2 sets out the process flowchart for the re-admission of a former Member under these circumstances.
- 6.2 The applicant must provide the following documentation:
- 6.2.1 A letter to the Executive General Manager, Member Engagement and Support requesting and outlining their reasons for re-admission to Fellowship; and
 - 6.2.2 Proof of their ongoing registration as a health practitioner, and the relevant details.
- 6.3 Upon confirmation that termination of the former Member's Fellowship was due solely to non-payment of their subscription fees, the Executive General Manager, Member Engagement and Support will refer the application to the Chief Executive Officer for approval subject to settlement by the applicant of any outstanding monies.
- 6.4 If the application is approved by the Chief Executive Officer, a letter and invoice for any outstanding monies is sent to the applicant.
- 6.5 Once the invoice for outstanding monies is paid the former Member is re-admitted.
- 6.6 If the invoice for outstanding monies is not paid within 90 days of issue the application for re-admission lapses and the former Member must re-apply for re-admission as per Clause 5 of this policy.

7. REVIEW OF POLICY

This policy will be reviewed every three years or as required in the event of legislative changes or requirements. The policy may also be changed as a result of other amendments.

Staff and members of the College may provide feedback about this document by emailing RACPPolicy@racp.edu.au.

8. DEFINITIONS

Term	Means
“Board”	the Board of Directors of the College.
“College”	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
“Fellow”, “Trainee”, and “Member”	have the same meaning as in the College Constitution

9. HISTORY

Revision	Effective Date	Summary of Changes
1.0	16/09/2022	Initial approval – new document to replace the Re-Admission to Fellowship Guidelines.
2.0		Amendment to make provision for management of applications for re-admission to Fellowship received within six months of termination of Fellowship due solely to non-payment of subscription fees.

Appendix 2

Process of re-admission within six months of termination due to non-payment of subscription fee

