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MAE Applicant

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CRICOS Provider No. 00120C

Dear MAE Applicant,

Thank you for your interest in the Master of Philosophy in Applied Epidemiology (MAE) Program at the National Centre for Epidemiology and Population Health (NCEPH), The Australian National University. This program is the Australian Field Epidemiology Program (FETP) that aims to enhance national and regional capacity in the area of applied epidemiology and disease control.

This package contains information about the MAE scholar selection process and explains how to complete the application. On the NCEPH website (<http://nceph.anu.edu.au/education/research-degree/master-philosophy-applied-epidemiology>) you can find a brochure and briefing on the MAE program explaining the structure of the degree, along with answers to frequently asked questions.

The MAE is considered a higher research degree at ANU, information about the generic application process may be found here: <http://students.anu.edu.au/applications/gradresearch.php>. Please read this letter and attached information carefully, as they will advise you about the additional information required for the MAE application process.

Award of a scholarship (for Australian citizens and permanent residents) and admission to the course will be determined on the basis of academic merit, work experience, personal and technical capabilities, and is subject to arrangement of a suitable field placement. The number of students accepted into the program varies from year to year. These places are dependent on funding, which is provided by field placements. This year, we have several field placements offering to host MAE students around Australia. The MAE program has potential scholarships available for Aboriginal and Torres Strait Islander students.

During the selection process for MAE candidates, NCEPH involves field placement organisations in the interviews of candidates. It is important that you agree to allow us to forward your application details onto field placements. Please ensure that you sign the agreement for us to send out your application to placements on the supplementary questionnaire, included in the application pack.

Successful applicants for the MAE program may be asked to move interstate to take up a scholarship. Applicants who move to take up the scholarship would be entitled to some reimbursement for costs. On the supplementary form, applicants are asked to indicate if they would want to move if they were offered a place on the program. It is important that applicants fill this in to make sure that they are not offered a place in another city, but are unwilling to shift.

You will be expected to demonstrate a high level of motivation and commitment to pursuing public health issues in your future career. It is important for applicants to understand the nature of the MAE program and the opportunities it provides. It may be helpful to discuss the program with current students, graduates and field supervisors of the program.

Please ensure that you submit a complete application, including academic transcripts, referee reports and the information requested in the supplementary questionnaire, as advised in the checklist at the front of the application pack. Closing date for applications is Thursday 31st August, 2017. Late applications will not be considered.

We aim to notify applicants of the outcome as soon as possible and appreciate your cooperation.

For inquiries regarding the application process, please contact email rsph.hdr.sa@anu.edu.

Once again, I would like to thank you for your interest in the MAE program.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Kirk', with a stylized, cursive flourish at the end.

Associate Professor Martyn Kirk
Convenor, MAE Program

MAE Scholar Selection process

MAE scholars are selected on basis of academic merit, work experience and personal and technical capabilities. Selection is also subject to the arrangement of a suitable field placement. The Referee Reports are also highly informative in the selection process.

1. Written application and short-listing

An initial short-listing process is undertaken by a selection committee at NCEPH based on a review of the written and on-line applications. Merit is assessed from academic transcripts and other student records, work experience and referees' reports.

3. Sending applications to Field Placements

The MAE program involves field placements in the selection process, please sign the form indicating that you are agreeable for the ANU to send your application details to potential placement organisations. Short-listed applicants may be asked to nominate field placements where one or more are interested in selecting them. In the application form, please indicate if you are willing to move to take up a position on the MAE program.

2. Interviews

Short-listed applicants will be contacted as soon as possible to arrange a telephone interview. The teleconference interview is a compulsory part of the selection process. The teleconference call will include members of the MAE program staff, along with potential supervisors in field placement organisations. Please ensure your email and telephone contact details are clearly listed on the application form.

4. The final decision

The final decision will then be made by the MAE selection committee, based on the placements' preferences, applicant choice and the applicant's relative ranking in the selection process. Offers will then be advised to applicants as quickly as possible, so please ensure we have your **current** contact details.

The MAE scholar selection process is planned to give you the best opportunity to demonstrate your skills to the selection panel. You are welcome to discuss the selection process with MAE staff.

5. MAE Program start date 2018

The MAE Program for 2018 will commence in February 2018 with a three-week coursework intensive at The Australian National University. Successful applicants will be advised of the exact date when they are offered a place in the program.

6. Field Placements

Field placements are a vital part of the MAE program, as they provide financial, supervisory and project-based support for the MAE scholars. Short-listed applicants will be asked to consider prospective field placements for 2018 as a part of the interview process. All successful MAE applicants are expected to attend their field placement organisation in the week following the coursework intensive in February 2018.

CHECKLIST – How to apply for the MAE

- 1 **Complete the online application form at the ANU** We have included specific instructions to assist you in completing the form in this document, in the section titled 'Completing the Application Form' on page 5.

Please ensure that you have uploaded all of the following to your application form:

- 2 **Supplementary application questions available on the NCEPH website (Question 7 expanded)**
- 3 **Curriculum Vitae**
- 4 **A certified copy of all academic transcripts** (Color scanned copies of originals are sufficient, secondary school transcripts are not required.)
- 5 **A copy of any publications or reports which you feel may assist your application**
- 6 **Proof of English language competency (if appropriate)**
- 7 **Australian Aboriginal or Torres Strait Islander status declaration (if appropriate)**
- 8 **Evidence of residency (if applying as a local applicant, but not born in Australia)**

Once you online application is complete:

- 9 **Ensure referee reports are sent to three referees (for them to complete and return to ANU (rsph.hdr.sa@anu.edu.au))**

(note: Referee Report forms may be found here:

<http://www.anu.edu.au/study/apply/anu-postgraduate-research-domestic-and-international-applications>, and each one must be accompanied by a traditional written reference)

- 10 **Make a copy of the entire application to keep for your reference**

by the closing date for MAE applications, Thursday, 31st August 2017.

Note: Your application will not be considered unless all the above items are received.

MAE Application Instructions

Please apply online using the *ANU Postgraduate Research Application for Local Students* at <http://applyonline.anu.edu.au/default.asp?>

Before completing your application, you may wish to contact MAE staff and/or students. Refer to the website: <http://nceph.anu.edu.au/about-us/people> for information and contact details. You may also contact the joint College of Medicine Biology and Environment and College of Physical Sciences student office (email: rsph.hdr.sa@anu.edu.au).

Completing the Application Form

Q.1 "The Program of Study"

- The Program Name is: Master of Philosophy
- The Program Code is: 8721XMPHIL
- There is no specialisation required.
- There is no need to upload a research proposal, as this will be developed on the program
- Mode of Study: Full-time
- Expected commencement date: 19 February, 2018
(The MAE does not have a mid-year entry. Part-time candidature is only considered in special circumstances in discussion with field placements and MAE program staff.)
- Are you applying to study this program off campus?: Yes

Q.7 "Relevant Employment/Training"

Details of your relevant work experience should be addressed in your attached curriculum vitae.

Please note that Question 7 has an extended section for the MAE Application. The additional question is included separately in this application package. This extended question gives you the opportunity to fully describe elements of your experience and/or training that may relate to the MAE and a future career in public health/epidemiology. Please ensure that you obtain the form from the NCEPH website and provide this extended information to rsph.hdr.sa@anu.edu.au

Q.8 "Referees"

MAE applicants are required to provide **three (3)** referee reports on the ANU referee form. The referee reports must be sent directly to ANU by the referees to rsph.hdr.sa@anu.edu.au. It is the responsibility of each applicant to ensure that referees are aware of the closing date. ***The application cannot be considered without the referees' reports.***

Q. 9 "Finance for study"

For Australian citizens the offer of admission to the MAE Program is always accompanied by an offer of a scholarship or work-based field placement. There is no need to complete a separate scholarship application form – simply write 'Master of Philosophy in Applied Epidemiology Scholarship' in this section. If you are selected and offered admission, you will automatically also be offered sponsorship through award of a scholarship. The scholarship provides a generous stipend (living allowance) over the duration of the program (4 semesters). Domestic students are not liable for tuition fees associated with the MAE program.