Thursday, 12 July 2018

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), Research School of Population Health (RSPH), 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.

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. On the RSPH website (http://nceph.anu.edu.au/education/research-degree/master-philosophy-applied-epidemiology) you can find further information on the MAE program explaining the structure of the degree, along with answers to frequently asked questions.

The MAE program trains the public health leaders of the future, so we are looking for applicants who can demonstrate a high level of motivation and commitment to pursuing public health issues in their future career. In order to understand the nature of the MAE program and the opportunities it provides, it may be helpful to discuss the program with current scholars, graduates and field supervisors of the program.

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 by ANU. 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 around Australia. The MAE program has additional potential scholarships available for Aboriginal and Torres Strait Islander students.

In 2019, for the first time, there will also be a field placements available as part of the inaugural intake for the ASEAN-Australia Health Security Fellowship Program. Scholarships under this program are funded by the Commonwealth Department of Foreign Affairs and Trade (DFAT) as part of a partnership with the Centre for Health Security. Australian candidates for the for the ASEAN-Australia Health Security Fellowship Program will undertake their first year of the MAE in an approved Australian field placement and their second year in an approved field placement in an South-East Asian country. On the supplementary questions form that you need to upload as
part of your application, please indicate if you want to be considered for one of these placements.

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

During the selection process for MAE candidates, NCEPH involves field placement organisations in the interviews of candidates (please see MAE Scholar Selection on page 3). In order to be considered for an MAE placement, it is therefore necessary that you agree to allow us to forward your application details onto those potential field placements. Please ensure that you sign the agreement on the supplementary questions form for us to send out your application to placements.

Please ensure that you submit a complete application, including academic transcripts and the information requested in the supplementary questions form. Please also ensure you nominate 3 referees.

The closing date for applications is Friday 31st August, 2018. 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,

Professor Ross Andrews
MAE Program Director
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 online applications. Merit is assessed from academic transcripts and other student records, work experience and referees’ reports and answers to the supplementary questions.

2. 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 supplementary questions, please indicate if you are willing to move to take up a position on the MAE program, and whether you wish to be considered for an ASEAN-Australia Health Security Fellowship Program placement.

3. 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. Students will be advised prior to interview which placement organisations they have been shortlisted for, and given some information, including contact details of potential supervisors, about these placements.

4. The final decision
The final decision will then be made by the MAE selection committee, based on placement 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 2019
The MAE Program for 2019 will commence in February 2019 with a four 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 2019 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 (February/March 2019).
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 pages 5 and 6.

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

2 □ The supplementary application questions form

3 □ Curriculum Vitae

4 □ **A certified copy of all academic transcripts** (Colour 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)

9 □ Ensure you nominate 3 referees via the application form

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

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

Before completing your application, you may wish to contact MAE staff and/or students. Refer to the website: https://rsph.anu.edu.au/study/master-degrees/master-philosophy-applied-epidemiology for information and contact details.

You may also contact the Research School of Population Health student office (email: study.rsph@anu.edu.au).

Specific Instructions

1. Please apply online using the page for Master of Philosophy in Applied Epidemiology at the Programs and Courses link: https://programsandcourses.anu.edu.au/2018/program/8721XMPHIL

2. You will need to create an account using the ‘ANU Application Manager’

3. The following information will help you to fill in the online application:

Section 1:
- Program Name: Master of Philosophy
- Program Code: 8721XMPHIL
- Research Discipline Field: Applied Epidemiology
- Expected commencement year and session: First Semester 2019 (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.)
- Research Discipline: Medical and Health Sciences, then select Public Health and Health Services from the secondary selection list
- Briefly describe the area of research you wish to pursue: Applied Epidemiology
- There is no need to upload a research proposal as this will be developed on the program
- In the drag and drop box of ‘additional information you wish to have considered’, please upload a copy of any publications or reports you feel may help your application
- Details of your proposed supervisor: n/a
- Then add all relevant details on academic prizes, personal details and citizenship.

Section 2:
- Enter details on English proficiency and Academic qualifications including uploading copies of transcripts
- Select ‘yes’ for employment history relevant to this application then upload a copy of your CV into the associated drag and drop box
- Provide contact details for three (3) referees. The referees will then be automatically sent a referee report form to fill out. It is the responsibility of each applicant to ensure that referees are aware of the closing date. The application cannot be considered without the referee’s reports.
• Under finance and scholarships, select ‘Scholarship’, under name of scholarship select ‘ANU Scholarship-Other’ and under other write ‘Master of Applied Epidemiology Scholar’.

Section 3
• Make sure you read all the items in the Declaration and if you agree tick each box and enter the date

Attachments Section
• Upload a completed supplementary questions form

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1 For Australian citizens the offer of admission to the MAE Program is always accompanied by an offer of a scholarship (or salary for those employed 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.