

MAE Application Guide 2024

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 (ANU).

Please read the following information carefully and ensure that you have completed all the steps specified in the:

- **Instructions for completing an application** (Page 2), and the
- **Checklist** (Page 4)

The closing date for applications is 7 July 2023. Late applications will not be considered.

The MAE Program

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.

For more information on the MAE program see: <https://health.anu.edu.au/study/research/master-philosophy-applied-epidemiology-mae>.

It may also be helpful to discuss the program with current scholars, graduates and field supervisors of the program. For contacts please email: mae.nceph@anu.edu.au.

If you are successful, you will be required to:

- Commence the program on **12 February 2024** with a three-week coursework intensive at ANU in Canberra.
- Start at your field placement organisation in the week following the coursework intensive, **4 March 2024**

How the selection process works?

Admission to the MAE and the award of the scholarship is determined on the basis of academic merit, work experience, personal and technical capabilities, and is subject to availability of field placements.

The selection process involves three major steps:

- 1) *Written application* – this is used for shortlisting and will also be sent to field placements. When saving your application as a PDF document **please don't secure/protect the file.**
- 2) *MAE team interview* – the MAE team will conduct short interviews with applicants shortlisted from the written applications.
- 3) *Placement interviews* – interviews will only be offered to applicants who are shortlisted from the MAE team interviews and will involve potential field placements.
- 4) *Final decision* – matching applicants with field placements.

Instructions for completing an application for the MAE Program

Before completing your application, please read these instructions carefully.

For questions related to the application process, please email MAE Student Office:
mae.nceph@anu.edu.au.

For questions specific to the program please email: mae.nceph@anu.edu.au.

Instructions

1. Click this link: <https://programsandcourses.anu.edu.au/2023/program/8721XMPHIL>
2. You will need to create an account using the 'ANU Application Manager'
3. The closing date for general research scholarship applications is 31 August 2023. **This date does not apply to MAE applications. The closing date is the same as your application closing date which is 7 July 2023**

Section 1:

- Program Name:
 - Master of Philosophy in Applied Epidemiology
- Program Code:
 - 8721XMPHIL
- Research Discipline Field:
 - Select "Applied Epidemiology"
- Expected commencement year and session:
 - Click "Select intake" and choose "**Summer 2023**" (The MAE does not have a mid-year entry).
- Research Discipline:
 - Click "Select Field" and select "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:
 - Type "Applied Epidemiology" in the free text field
- Do not upload a research proposal. This is not needed as it will be developed on the program
- Do not upload any additional information
- Provide details of ANU staff consulted:
 - If you have consulted staff about this application, please type their name. otherwise leave it blank.
- Details of your proposed supervisor
 - Type "n/a" in the free text field. Supervisors will be allocated if you are successful in your application.
- Add all relevant details on academic prizes, personal details and citizenship.

Section 2:

- Enter details about your English Language Proficiency
 - Refer to the policy, *English language requirements for admission*, at https://policies.anu.edu.au/ppl/document/ANUP_000408 for requirements. The Master of Philosophy in Applied Epidemiology is classified as a Regular Award Program for Graduate Applicants.
- Academic Qualifications - Enter details about your academic qualifications, including any current study you are undertaking and upload coloured copies of transcripts and completion certificates.

Please note:

If you are still undertaking any form of study at the time you apply for the MAE program, please enter “no” in the field labelled **completed?** on the application form and provide the date you expect to complete this academic qualification.

- Employment details
 - Select ‘yes’ for employment history relevant to this application
 - Upload a copy of your Resume/Curriculum Vitae into the associated drag and drop box
- Referees
 - Provide contact details for **three (3) referees including an email contact**. Usually your referees will be emailed a ‘referee report form’ the moment you submit your online application. However, to ensure your application is complete **by 7 July 2023**, please email the referee report form directly to your referee’s and request that they complete the form and email it to mae.nceph@anu.edu.au, by **14 July 2023**. If you do not have a copy of this form please email mae.nceph@anu.edu.au.
 - Your referees must send their completed report to ANU by **14 July 2023** Please note, the referees must submit the report directly to ANU, the University will not accept referee reports submitted by applicants.
 - The referee reports are highly informative in the selection process and your application will not be considered without them.
- Finance and Scholarships
 - Select ‘Self Funded’
 - *Are you applying under a partnership or articulation* Select “No”
 - Every application will be considered for the MAE Scholarship upon application.

Section 3

- Read all the items in the Declaration
 - If you agree, tick each box
 - Enter the date



CHECKLIST

1. Ensure you have completed each step from the application instructions above
AND

2. Ensure you have completed the online application form via the following link:
<https://programsandcourses.anu.edu.au/2024/program/8721XMPHIL>

AND

3. Ensure you have uploaded the following documentation with your application:

- The “Supplementary Questions” form
- Resume/Curriculum Vitae
- Clear, coloured copies of **all academic transcripts** (including qualifications yet to be awarded) and **all completion certificates**. Colour scanned copies or photographs of originals are sufficient. Secondary school transcripts are not required.

***NOTE:** Under the Research Awards Rules a student enrolled in a program for a research award (which includes the MAE) must not undertake, or continue to undertake, any other studies which are equal to or above Australian Qualifications Framework (AQF) level 5. This means you are unable to undertake other forms of study whilst enrolled in the MAE program*

- Evidence of English language proficiency (if appropriate)
- Australian Aboriginal or Torres Strait Islander status declaration (if appropriate)
- Evidence of citizenship/residency (if applying as a local applicant, but not born in Australia)

AND

4. Ensure you have forwarded the referee report template to your 3 referees and informed them of the submission date of **14 July 2023**.