UNSW School of Population Health

Faculty of Medicine and Health

DrPH Expression of Interest

Applicant and Employer declarations

Thank you for your interest in the Doctor of Public Health (DrPH) program offered by the School of Population Health (SPH) @ UNSW Sydney.

All applicants and employers are required to submit this form with the necessary supporting documentation to initiate the process of consideration for entry into the DrPH Program.

Please follow the below checklist:

1. Complete the DrPH Expression of Interest Form (this form)
2. Attach the supporting documentation to the form.

    A. **Academic Transcripts of Academic Qualifications**
    B. **CV**
    C. **Referee Report from Employer**
    D. **Referee Report from (other)**
    Please refer to referee report guidelines.
    E. **Copy of Citizenship** (ie copy of passport)
    F. **Proof of English Language** (for international applicants)
    G. **Co-authored Research Publications** (if relevant)
    H. **Research Reports or Honours Thesis** (if relevant)

3. Email all the above documentation to resdegree-sphcm@unsw.edu.au

Guidance on when to submit your EOI

While there is no deadline for submission of EOIs for entry into the program, and candidates can submit at any time, there are limitations on the rapidity of entry into the program due to the time it takes to review applications and reach a decision. As such, there are recommended timeframes for DrPH EOI submission for each term based on the time necessary to move through all steps as outlined in Table 1. Delayed submission of EOI forms may subsequently cause a delay in research start date to a subsequent Term. It is therefore important that candidates plan for sufficient time to move through the EOI and admission process.

Candidates who are intending to apply for scholarships to support their candidacy or tuition fees, particularly international candidates, should refer https://research.unsw.edu.au/key-dates and https://research.unsw.edu.au/hdr-academic-calendar to ensure they meet scholarship application and census deadlines. Individual candidates are responsible for ensuring they meet scholarship submission timelines.

Guidance for DrPH submissions EOI submissions for entry into each term are outlined in Table 1. Note that candidates intending to apply for scholarships will need to submit their DrPH EOI substantially earlier than non-scholarship candidates in order to meet GRS submission deadlines. International applicants may require up to 1 year of advance planning to ensure that both DrPH and scholarship deadlines are met.

GRS and/or scholarship application deadline falls in the following UNSW Term:	DrPH EOI form should be submitted to the DrPH PGC team no later than:
Term 1	01 December (preceding year)
Term 2	15 February
Term 3	01 June
Summer Term	15 September

Further information regarding the UNSW requirements for entry into a Higher Degree Research program, including detailed information regarding timeframes for offers of candidacy and options regarding starting times for research, can be found at https://research.unsw.edu.au/how-apply.

Next Steps

Once received, the DrPH Postgraduate coordination team will then review your EOI form and provide written advice to you within four (4) weeks of receipt regarding your individual circumstances and how to progress entry into the program.

Table 1 summarises the process for entry into the DrPH program.

Key Points to note for all candidates during the application process:

1) DrPH candidates will be provided with support by the SPH DrPH PGC team and SPH Postgraduate Administration office during the application process.

2) ***It is the candidate's sole responsibility to secure an agreement with a prospective supervisory team, without which entry into the program cannot proceed.*** Establishing this linkage with prospective supervisors is an essential and important candidate milestone during the application process. The PGC team cannot establish this relationship on behalf of candidates, but can provide broad assistance to candidates to identify potential supervisors who they then approach.

3) The DrPH PGC team makes a recommendation to the School of Population Health regarding eligibility for entry into the program. However, all DrPH candidates must ultimately meet general Higher Degree Candidate entry requirements as specified for all UNSW research candidates. ***The final authority on all applications for recognition of prior learning to meet the DrPH coursework requirement, and approval for entry into the program, sits with the UNSW Dean of Graduate Research.***

Table 1 - DrPH Entry Process Steps

Step	Description
Step 1	Prospective candidates are to submit an EOI form accompanied by supporting documentation to DrPH PGC team for review. EOI form is available at: https://sph.med.unsw.edu.au/future-students/postgraduate-research/professional-doctorate
Step 2	Prospective candidates will receive a written response by the DrPH PGC team no later than 4 weeks after receipt of EOI form. The PGCs will respond to EOIs and provide advice to prospective candidates regarding their proposed research area. (Note: prospective students unable to meet DrPH and HDR entry requirements are provided with advice and options to meet their circumstances).
Step 3	Prospective candidates are must approach and establish an agreement with a proposed supervisory team including at least one full time academic at the School of Population Health as Primary Supervisor.
Step 4	Proposed supervisory arrangement is established in writing.
Step 5	The DrPH PGC team will conduct a formal interview with the candidate, proposed academic supervisory team and workplace supervisory team. This will include a detailed discussion of the coursework realisation plan, any applications for coursework credit, and ensuring necessary pre-requisite education and experience is in place to ensure the candidate has the capacity to undertake the proposed research. Key risks will be discussed and management planned.
Step 6	The DrPH PGC team will advise the candidate and supervisory team of outcome no later than 14 days after the formal interview. The candidate is then required to submit their completed and PGC supported application to the Graduate Research School through existing channels and prior to any submission deadlines for intended candidacy start dates.
Step 7	Offer letters are sent to the prospective DrPH students by UNSW.
Step 8	Enrolment is finalized with UNSW Graduate Research School. Entry into the DrPH program is then commenced in any UNSW term (Summer, T1, T2, and T3) in accordance with the candidates individual requirements.
First 1-2 years of DrPH program (EFTSL)	Complete coursework requirement (up to 48 UOC of coursework, dependent on individual circumstances and recognition of prior learning)
August each year	Future Health Leaders program skills and community of research workshop (contributes a total of 24 UOC of coursework over the course of the program)

APPLICANT INFORMATION

Full Name	
Birth Date	
Address	
Mobile Telephone Number	
Work Telephone Number	
Personal Email Address	
Work Email Address	

APPLICANT EDUCATION

Undergraduate Degree	
University	
Year	
Postgraduate Degree	
University	
Year	
Research Degree	
University	
Year	
Other Qualifications	

Please ensure you append academic transcripts of the above qualifications to your application.

APPLICANT STATEMENT

In 500 words (max) the applicant must outline why they would like to undertake the DrPH.

APPLICANT RESEARCH METHODS EXPERIENCE

Outline research methods courses you have undertaken in the past (e.g. formal tertiary training in Quantitative Methods, Qualitative Methods, Applied Epidemiology, Biostatistics or similar). If none, please indicate this.

Have you completed a prior Masters degree?

Yes / No

If yes, please provide further details (degree, institution, year completed, research or coursework):

Was there a substantial research component to the Masters degree?

Yes / No

If yes, outline the research activity you undertook, research method(s) employed. Please also attach your research report to this application.

Have you completed an Undergraduate degree with a full one-year honours research year?

Yes / No

If yes, please provide details of your honours year and the research methodologies you employed. Please also attach your honours thesis to this application.

Have you authored or co-authored any peer reviewed scientific publications?

Yes / No

If yes, please provide details and your contribution to the underlying research activity and generation of the publication:

Do you already conduct research as part of your employment?

Yes / No

If yes, please provide details.

On a scale of 1-10 (circle), how confident are you in the following research methods and skills:

Identifying research questions and developing testable hypotheses:

1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10

Not Confident Moderately Confident Extremely Confident

Literature Review:

1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10

Not Confident Moderately Confident Extremely Confident

Developing a study methodology and selecting appropriate research methods:

1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10

Not Confident Moderately Confident Extremely Confident

Conducting Qualitative Research (i.e. surveying, qualitative coding, thematic analysis etc)

1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10

Not Confident Moderately Confident Extremely Confident

Conducting Quantitative Research (i.e. measuring effects, statistical comparison etc)

1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10

Not Confident Moderately Confident Extremely Confident

Interpreting and Analysing Data:

1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10

Not Confident Moderately Confident Extremely Confident

The Rules and Regulations surrounding research conduct and handling of sensitive data:

1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10

Not Confident Moderately Confident Extremely Confident

Research Ethics applications:

1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10

Not Confident Moderately Confident Extremely Confident

Writing up, Reporting and Publication of Scientific Research:

1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10

Not Confident Moderately Confident Extremely Confident

APPLICANT RESEARCH PROPOSAL

In 1000 words (maximum, excluding references) the applicant must:

- Identify a current health or health system problem/issue within your workplace to be resolved (for example, if you are an emergency department physician, you may have a problem with bed block, and may be thinking about ways to solve this and improve patient flow through your department)
- Describe the approach you would take addressing the issue (e.g. Policy review, qualitative/quantitative applied research, systematic review, program evaluation. It does not matter if you do not have research skills at this stage, but please describe your conceptual approach to what you might need to do in order to answer the question or address the problem in a scholarly way)
- How will this applied research contribute to improving health outcomes or health systems?
- Use no more than 10 references**.**
- Failure to adhere to these instructions may disqualify you from interview

EMPLOYER INFORMATION (to be completed by employer)

Employer Name	
Employer Contact	
Work Telephone Number	
Work Email Address	

Applicant's period of service	
Applicant's job title	
Applicant's main responsibilities	

How will the proposed project assist your organisation?

How will your organisation support the applicant to undertake the required research and thesis preparation necessary to complete the DrPH over the next three years? (e.g. time to undertake projects during work hours, other support)?

Please tick to indicate the following:

O I have read the enclosed Information Statement for Employers and I support this application

O I am aware that international candidates (i,e. those who are not Australian or New Zealand residents) are required to pay course fees.

Name of senior authorizing officer	
Signature of senior authorizing officer	
Date	

APPLICANT CONFIRMATION

Tick to confirm:

❑ I confirm that the information provided with this application is true and complete to the best of my knowledge. By completing and submitting this form, I consent to the personal information contained in this form being used by the SPH for the purpose of assessing my application for the DrPH. I understand that the provision of this information is voluntary but that my application for the DrPH cannot be assessed if I do not provide this information. I understand that my personal information will be held by the SPH and that I can submit a request for access to or amendment of any of my personal information held by the SPH. For more information on how UNSW manages your personal information, please visit the UNSW Privacy website https://www.legal.unsw.edu.au/compliance/privacyhome.html.

❑ I confirm that I understand I will be required to complete a total of 48 Units of Credit of coursework as part of the DrPH program. Some of this coursework requirement may be covered by recognition of prior learning, subject to approval by the SPH DrPH PGC coordinators and final approval by the UNSW Dean of Graduate Research.

❑ I confirm that I understand I will be required to attend 3 yearly compulsory workshops at UNSW Kensington campus, and an online 6UOC Future Health Leaders research orientation course, during the duration of the DrPH. This is a mandatory part of the coursework requirement of the DrPH program and contributes 24 UOC towards the 48 UOC coursework total.

❑ I confirm that I understand I may, as a condition of entry into the program and at the sole discretion of the SPH DrPH PGC coordinators and/or direction of the UNSW Dean of Graduate Research, be required to satisfactorily complete additional research methodological coursework at the SPH in the first 1-2 years (Equivalent Full Time Study Load).

Signature	
Date	

For use by candidate's referee

Referee Report Guidelines

Referee Report on Applicant for the Future Health Leaders Program

The Future Health Leaders program is a Professional Doctor in Public Health (DrPH) offered by the School of Population Health, UNSW Australia.

Referee reports will assist us to select candidates who are most suited for this program. In your report, please comment on the following:

1. The potential of the applicant to develop high level skills in:
    - **health leadership**
    - **critical thinking and analysis**
    - **independent applied research** within their professional setting.

2. The abilities of the applicant to meet the program requirements of being:
    - **highly motivated**
    - **demonstrating a high degree of intellectual independence, responsibility and accountability**
    - **possessing excellent written and oral communication skills**

Please also indicate how long have you known the candidate and in what capacity are you providing this report (e.g employer, academic supervisor etc). Please provide any further comments on any other areas that may be of relevance.

All referee reports will be held in confidence, and may be followed up with a phone call.
As referee reports are required to process the candidate's application, please send the report to the candidate at your earliest convenience. Please inform the candidate if you are unable to provide a report or if there is likely to be a delay.