Saw Swee Hock School of Public Health

GRADUATE DIPLOMA IN APPLIED EPIDEMIOLOGY 2019

APPLICATION INFORMATION BOOKLET
INTRODUCTION

The Graduate Diploma in Applied Epidemiology aims to equip candidates with the skills necessary to respond to:

- Investigate and control occurrences, including outbreaks, of communicable and non-communicable disease, using relevant approaches and technologies.
- Plan, conduct and analyse epidemiologic studies to assess and monitor the health of communities and populations at risk, and to identify health problems and priorities
- Interpret and use basic statistics associated with various epidemiological study designs.

PROGRAMME CANDIDATURE AND CURRICULUM STRUCTURE

The Graduate Diploma in Applied Epidemiology (GDAE) is offered on a part-time basis only. Candidates are expected to complete the programme in 18 months (3 semesters).

GDAE candidates are required to fulfil a minimum of 24 modular credits (MCs) for graduation requirements:

<table>
<thead>
<tr>
<th>FIRST SEMESTER – 2 CORE MODULES</th>
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<tr>
<td>SPH5002 Public Health Research Methods</td>
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<tr>
<th>SECOND SEMESTER – 1 CORE MODULE + 1 ELECTIVE MODULE</th>
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<tr>
<td>SPH5103 Collection, Management &amp; Analysis of Quantitative Data</td>
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<td>SPH5201 Control of Communicable Diseases</td>
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<td>SPH5202 Control of Non-Communicable Diseases</td>
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<td>SPH5407 Programme Evaluation</td>
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<td>SPH5890 Independent Study Module*</td>
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<tr>
<th>THIRD SEMESTER – 2 ELECTIVE MODULES</th>
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<tr>
<td>SPH5204 Nutrition and Health – Fundamentals and Applications</td>
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<tr>
<td>SPH5306 Environmental Health</td>
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<tr>
<td>SPH5406 Contemporary Global Health Issues</td>
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<tr>
<td>SPH5408 Public Health and Ageing</td>
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<tr>
<td>SPH5890 Independent Study Module</td>
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ADMISSION REQUIREMENT

Minimum Requirements
A bachelor’s degree or equivalent; and
At least 1 year of relevant experience in public health/disease control or epidemiology

English Proficiency for International Applicants
International applicants whose native language or medium of undergraduate instruction is not English will require a minimum TOEFL score of 580 (paper-based) or 237 (computer-based) or an IELTS score of 6.0

Note: Scores for the TOEFL and IELTS are valid for 2 years. Please do not submit TOEFL or IELTS scores that are no longer valid.

- For TOEFL, please request the testing organization to send your scoresheet directly to Saw Swee Hock School of Public Health. Please quote 7897 for the TOEFL Institutional Code.
- For IELTS scores, applicants can submit a scanned copy of their IELTS scoresheet.

For more information about the TOEFL or IELTS, and for instructions on registering, please visit the websites www.toefl.org (for TOEFL) and www.ielts.org (for IELTS).

Notes: Meeting these minimum requirements does not imply automatic admission into the programme.

- International applicants will not be issued student pass for part-time students. As such, such applicants should possess valid employment pass or dependent pass in order to enrol for the GDAE programme.
- Meeting these minimum requirements does not imply automatic admission into the programme.
APPLICATION INFORMATION

Please read the following information carefully for your application. For more information, please visit the school’s website at: www.sph.nus.edu.sg or email to: mph_admin@nus.edu.sg

All documents submitted for application will NOT be returned.

APPLICATION PROCEDURE

ONLINE Applications for the Graduate Diploma in Applied Epidemiology (GDAE) programme should be submitted via the NUS Graduate Admission System (URL: https://inetapps.nus.edu.sg/GDA2/Home.aspx)

In addition to the information submitted online, you must also forward a hardcopy application package that includes all of the following:

1. Application Checklist
2. 2 passport size photos
3. Printed copy of the Online Application Summary
4. Official transcripts and certificates [Transcript Request Form to be submitted to degree issuing institute]
5. Personal Statement
6. Curriculum vitae/ resume
7. Standardised test scores (if required)
8. Copy of passport and/ or identity card
9. Copies of all relevant supporting documents
10. Proof of payment of Application Fee
11. Documentary Proof of Financial Support
12. 2 Referee Reports [Submitted by your referees via hardcopy or email]

Please note the following:

- The application form must be completed in English.
- Non-English supporting documents must be accompanied by a notarised English translation.
- The originals of submitted documents must be furnished for verification at student registration.
- All supporting documents photocopied from originals are to be stamped “CERTIFIED TRUE COPY” & ENDORSED by a responsible person (e.g. school principal, commanding officer, personnel manager, etc).
- Your full name, as written on page one of the application form, should appear on every document submitted. If any variation in your name appears on any material submitted, please highlight to us.
- Applicants should check and ensure their nominated referees have submitted their Referee Reports to the Programme Administrator

All the above documents should be mailed to:

Programme Administrator
Graduate Diploma in Applied Epidemiology
Saw Swee Hock School of Public Health
National University of Singapore
MD1, Level 10, 12 Science Drive 2
Singapore 117549

OFFICIAL TRANSCRIPTS AND CERTIFICATES

Official transcripts of academic work and degrees/diplomas/certificates from each college or university you have attended/attending must be submitted directly to the Programme Administrator from your college or university registrar. Present the “TRANSCRIPT REQUEST FORM” to your college or university registrar. If your institution does not provide official transcripts, please provide a certified true copy/ notarised copy of your credentials and a list of courses taken and the grades/marks received. These documents should be signed by an official of the institution and mailed directly to the programme administrator in an envelope that is signed across the sealed flap. If the credentials are not in English, they must be accompanied by English translations that have been notarised.
Please include your curriculum vitae (CV) listing your academic, professional, and personal achievements, including significant appointments that you have held. For each appointment, indicate the organisation, the period (include month and year) during which you held the appointment, your major responsibilities and the name and title of your supervisor. Please explain any gaps in your employment history.

**PERSONAL STATEMENT**

The Personal Statement is a crucial component of your application. Please elaborate on your goals and objectives of applying to the GDAE programme. If additional pages are required, contents may be submitted on a blank sheet of paper. **If you are currently not employed, please state the reason(s).**

**REFEE REPORTS**

You must provide 2 references in English from individuals who know you and your work, preferably one of which is your direct supervisor. It is important that you select referees who are able to comment on your abilities in the professional setting. All referees should complete the “REFEREE REPORT” and mail a signed hardcopy of their report directly to the GDAE Programme Administrator. Alternatively, they may send a scanned copy of the signed report via email to mph_admin@nus.edu.sg.

Applicants should check and ensure their nominated referees have submitted their Referee Reports to the Programme Administrator.

**APPLICATION FEE**

A non-refundable application fee of SGD20/- (inclusive of prevailing GST) is payable per application.

Payment may be made by any one of the following methods:

**Modes of Payment**

**ONLINE payment** by CREDIT/DEBIT CARD preferred
- Payment is made through the Graduate Admission System
- Accepted Credit Cards - AMEX, VISA or MasterCard
- For Debit Cards, applicants must have an online banking account with either of the following banks - POSB/DBS, UOB or Citibank

**MANUAL payment**

a) By CHEQUE - Complete the relevant Application Fee Form and send it together with a cheque (should be crossed) made payable to "National University of Singapore". Please write your name, mailing address and programme applied for at the reverse side of the cheque.

b) By CASH - Cash payment will only be accepted if payment is made in person at the Education Office. You may appoint a representative to pay on your behalf. Payment by telegraphic transfer WILL NOT be accepted.

Please send your proof of payment together with your application package. Please note that an application without the application fee payment or with insufficient application fee amount will not be processed.
ADDITIONAL INFORMATION

The University has not engaged any external agencies to undertake graduate student recruitment on its behalf. Candidates interested in our graduate programmes are advised to apply directly to the University and not through any agents. Candidates who apply through agents will not have any added advantage in gaining admission and the University reserves the right to reject such applications without giving reasons.

INFORMATION FOR ONLINE APPLICATION

The Graduate Admission System enables candidates to apply for admission into the graduate coursework programmes offered by the National University of Singapore.

There is no limit to the number of applications you can submit. However, application for each programme must be submitted and accompanied by separate application form (which can be printed from the system after your submission), application fee and supporting documents sent to the respective department/faculty. Please refer to instructions and read the guide to the online application system before proceeding with your application.

IMPORTANT THINGS TO NOTE:
1) When submitting your application online, you will be asked to enter a valid and correct email and a 6-character password. Your Email and Password are important and enable you to access the following online facilities related to your application:
   a. Online Application Status Enquiry
   b. Online update of Personal Particulars and Contact Details

2) The Education Office will correspond with you primarily using e-mail during the application process to convey messages such as requesting for outstanding documents, interview notification etc. Hence, it is very important that you provide a valid and correct email and maintain your e-mail account regularly. The University will not be responsible for undeliverable e-mails and their consequences.

3) A 10-digit Application Number will also be generated for each application submitted. Please quote your Application Number when corresponding with the Education Office.
ONLINE APPLICATION PROCEDURE

1) Accessing the NUS Graduate Admission System
   The Graduate Admission System (GDA2) is available at: https://inetapps.nus.edu.sg/GDA2/Home.aspx

2) New Applicant – Create your account
   a) New applicants must create an application account in the GDA2 system before they can start applying for courses in NUS. Click on "Create a new account"

   ![Create a new account](image)

   b) Enter required particulars on the “Create New Account” screen.

   ![Create New Account](image)

   *Important: Please ensure you enter a valid and correct e-mail address, date of birth and a 6-character Password. These details will enable you to check your application status, update your particulars and change your password. NUS and the Education Office will also correspond with you primarily using this email during the application process to convey messages such as requesting for outstanding documents, interview notification etc.
3) **Existing Applicant – Login to your account**

a) For existing applicants, login using your email and password.

![Login Screen](image)

**Important**

1. It is mandatory for candidates to complete and submit the online applications personally.

2. The University has not engaged any external agencies to undertake graduate student recruitment on its behalf. Candidates interested in our graduate programmes are advised to apply directly to the University and not through any agents. Candidates who apply through agents will not have any added advantage in gaining admission and the University reserves the right to reject such applications without giving reasons.

**Browser Compatibility Issues**

Please refrain from using Internet Explorer 11 (IE11) for the time being. The system is being upgraded for IE11 compatibility.

We recommend that you use the following browsers:

1. Internet Explorer 9, 10
2. Firefox 31.0 and below
3. Chrome 30.0 and below
4. Safari 7.0 and below

4) **Start Course Application Process**

a) Upon login, you will see the GDA2 HOME page. Click on “**Basic Programme Info**”.

![Basic Programme Info](image)
b) To apply for the MPH programme, click "Create New Application".

c) Enter details as follows:

- **Programme Type**: Coursework
- **Faculty**: SSH School of Public Health
- **Programme**: Graduate Diploma in Applied Epidemiology (GDAE)
5) **View Instructions**

a) Before continuing with your application, click on “View Instructions” to see additional application instructions for the MPH Programme.

b) Proceed with your application by completing all required information listed on the left-hand side navigation bar.
6) **Personal Particulars**

Enter all relevant Personal Particulars. Fields denoted with the red asterisk * are compulsory fields.

a) International applicants who are residing or working in Singapore are required to fill in your **Pass Type** (dependent/ employment/ long term/ student pass), **Pass Expiry Date** and **Pass Number**

b) Singapore PRs and International applicants are requested to fill in your passport details

![Image of Personal Particulars section in Graduate Admission System]

(a) **Pass Type** field is highlighted.

(b) **Passport Number** field is highlighted.
7) Contact Details

a) You are required to enter your personal contact details as well as a next-of-kin’s details. A mailing address should be provided if different from your personal address.

b) Please update your telephone or mobile phone numbers in the following format: <Country Code-Area Code-Phone number>. For Singapore numbers, please use <Country Code-Phone number>.
8) **Academic Qualifications**

a) Please provide your complete academic history including both completed and attempted programmes. Click ‘Add’ to insert an Academic programme.

b) Enter your academic history in reverse chronological order, beginning with your current/most recently obtained academic qualification.

c) Please state clearly if the programme was undertaken with subsidy from the Singapore Government or sponsored by a Singapore government agency (such as scholarships offered by the Ministries, Public Service Commission and Statutory Boards).
9) **Test Details**

Test scores for the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) must be submitted for all international applicants **EXCEPT** those whose undergraduate or graduate degrees are from NUS, NTU, SMU, SUTD and English-medium institutions in Australia, Canada, Ireland, New Zealand, the United Kingdom and the United States. **You are required to send physical copies of supporting documents (original or certified true copy) of your test scores, together with your printed application summary.**

![Graduate Admission System](image)
10) **Awards/Prizes**

a) Please provide information on your awards and prizes (if applicable). Click ‘**Add**’ to insert a new Award/Prize.

b) Select the type and complete the form.
11) **Languages**

a) Click ‘Add’ to insert new language ability

![Add button](image1)

b) Indicate your spoken and written ability for the language.

![Selection boxes](image2)
12) Employment History

a) Click ‘Add’ to insert new employment history

b) Please provide details of employment since obtaining your 1st degree (Bachelor's) in reverse chronological order, starting with your current/ most recent employer. If you are currently not employed, please state the reason in your personal statement. Please leave this section blank if you do not have any Employment History.
Please answer a series of questions relating to (a) Funding (b) Application to NUS

a) Scholarships and Fellowships are applicable only to FULL-TIME students. You will be considered for relevant scholarships if you are deemed eligible for the available scholarships.

b) You can apply to be considered for both scholarship and Fellowship, if you are a full-time international student.
14) Disabilities and Special Needs

The University requires applicants to declare any disabilities or special needs that may require special assistance or facilities. Please provide details if ‘Yes’. Please note that this is not a guarantee of the provision of special assistance or facilities.
15) Maintain Referee Details

a) Please provide details of at least 2 references in English from individuals who know you and your work, preferably one of which is your direct supervisor. It is important that you select referees who are able to comment on your abilities in the professional setting. Please use the forms attached in this Information Booklet to send to your referees.

b) Click on “Create New Referee” and complete the require fields.
16) Submitting the online application/ Application Completeness Check

a) Ensure that your application is complete by going to “Application Completeness Check” and check that all the applicable sections have been completed.

b) Click “Next” and follow the steps to submit your application.

![Application Completeness Check screenshot](image1)

17) Payment

a) After your application has been submitted successfully, proceed to pay your application fee. Click “Payment” followed by “Proceed to Pay” and follow the on-screen instructions.

![Payment screenshot](image2)