

**SURGICAL EDUCATION AND TRAINING IN UROLOGY
2023 INTAKE**

GUIDE TO COMPLETING THE ONLINE APPLICATION

1. THE APPLICATION FORM

Applications for the SET Program in Urology (2023 intake) must be completed on the SET Urology Online Application Form. This form can be accessed via <https://setapp.usanz.org.au>



2. LOGIN DETAILS

If you have registered your intention to apply to the SET Program in Urology, you will be sent an email on **Tuesday 1 March 2022** with instructions on how to login to the SET Urology Online Application Form. To login, you will need to enter your email address (the one you used when you registered your intention to apply) and a password. The first time you log in, you will also be asked to set up your own password and will be required to enter your RACS ID and the unique security code included in the above email to verify yourself.

If you forget your password, please follow the instructions on the login page to reset it.

3. APPLICATION TIMELINES

Applications Open	Wednesday 2 March 2022 at 12.00pm (AEDT)*
Applications Close	Wednesday 30 March 2022 at 5.00pm (AEDT)*

* Australian Eastern Daylight-Saving Time

The application will take a considerable amount of time to complete so don't leave finalising it to the last minute. The application website will automatically log you out at 5.00pm AEDT on Wednesday 30 March 2022 and you will not be able to access the system after this time.

4. SELECTION REGULATIONS

Please print or save the [Selection Regulations](#) and carefully read them before starting your application. You will need to refer to the Regulations regularly as you proceed through the form to ensure the information entered in each Section complies with the requirements.

5. USE OF TECHNOLOGY

The online application form is designed for access via a web browser on a PC or Mac. While it may work on a tablet or phone, use of these is not recommended. Functionality of the form cannot be guaranteed if an old version of a browser is used.

Do NOT use your browser's back and forward buttons to navigate through the form as this may result in the loss of information entered. Use the '**Next**' and '**Previous**' buttons located at the bottom of each page to navigate through the form.

For security reasons, you will be allocated a token every time you login, which will expire after 3 hours. After 3 hours, you will be taken back to the login page. Please don't leave the page open when you leave your computer as you may lose data, particularly if you come back hours later and try to resume where you have left off (e.g. your computer may have gone into sleep mode etc). Always click '**Next**'; '**Previous**'; or '**Contents**' to save your data and ideally log out before closing your browser window.

6. COMPLETING THE APPLICATION FORM

The SET Urology Online Application form comprises your structured curriculum vitae. You cannot provide anything more than what is stipulated on the form. Each of the scored components is detailed in the Selection Regulations. The Regulations also clearly stipulate the items that will not be scored.

You can access your application on multiple occasions to enter information. You can also complete or partially complete any Section.

Information entered or uploaded is progressively saved and will be displayed again upon next login. Just remember to use the, '**Contents**', '**Next**' or '**Previous**' buttons to ensure your data is saved. All information entered in your application is stored centrally and backed up daily.

The online application form is divided into 17 sections. These are:

Section	Evidence Required
1. Personal Details	
2. Eligibility Requirements	✓
3. Appointments	
4. Referees – Primary Supervising Consultants	
5. Referees – Reserve Supervising Consultants	
6. Referees – Primary Allied Health Professionals	
7. Referees – Reserve Allied Health Professionals	
8. Courses and Examination	✓
9. Qualifications	✓
10. Professional Development Activities (Medical/Technical)	✓
11. Professional Development Activities (Non-Medical/Non-Technical)	✓
12. Publications and Ongoing Research	✓
13. Presentations	✓
14. Prizes, Awards, Leadership	✓
15. Rural/Regional Origin and Experience	✓
16. Intention to Defer	
17. Training Region Preferences (Australian applicants only)	
18. Final Declaration	

7. REQUIREMENTS FOR DOCUMENTARY EVIDENCE?

Several sections require the submission of documentary evidence. Please refer to the information below regarding the provision of documentary evidence:

- Evidence must support and verify all claims. Evidence must have been issued by a recognised third party (e.g. University, Hospital, Journal, Conference Organiser, Scientific Convenor, etc.).
- Ensure that all necessary evidence is included in your application at the time of submission. No additional evidence will be accepted once your application has been submitted.
- Achievements that are not accompanied by the appropriate evidence as specified in the Regulations, or where the evidence does not meet the verification requirements will not be awarded points.
- Ensure you upload the correct documentation as forms of evidence other than what is outlined in the Regulations will not be accepted.
- Evidence that was accepted in the past will not be accepted on the basis that it has been accepted previously. All evidence must comply with the Regulations for the current Selection process/year.
- In most cases, evidence must be retrospective. Prospective evidence will not be accepted. Exceptions to this are noted in the Sections relating to Presentations and Publications.
- Where a signature is required on documentary evidence, the signature must be either a physical, handwritten signature or an electronic scanned version of such a signature. Address blocks, typed signatures and email signatures are not acceptable.
- Scanned handwritten information or photos of documents **WILL NOT** be accepted.
- Letters of evidence must be dated.
- All documentary evidence must be in English. If any documentary evidence is in a language other than English, a certified translation must be provided.
- Evidence must be saved as PDF file and each file must be no more than 2mb in size. Any file exceeding this will be rejected.
- Documents should be scanned in black and white (not colour or greyscale) at 300 dots per inch (dpi).
- Multiple documents will need to be combined into one file prior to uploading into the relevant section of the application.

8. HELP AND ASSISTANCE

The Selection Regulations contain extensive information about all aspects of the selection process and specific information about each section of the Application Form.

If you need additional assistance or are experiencing technical difficulties with the form, please send an email to deborahklein@usanz.org.au with the subject of your email being **SET Urology Helpdesk Enquiry**.

Once your enquiry is received, a USANZ staff member will contact you as soon as possible to provide appropriate information. Please note, USANZ can only provide brief, reasonable advice on application content, and there may be a short delay in responding.

Only enquiries lodged by email will be accepted. Phone enquiries will not be answered.

9. REVIEWING AND SAVING YOUR APPLICATION

We encourage you to review your application regularly and save a copy of the final version prior to submission. You can preview a PDF version of your application at any time via the **Print Application** button which is located on the **Contents** page.

Before submitting your application, please ensure all data and documentation you wish to provide has been entered and is accurate. Once you submit your application you will not be able to access your application to make any amendments. Any additional documentation will not be accepted after applications close and you will not be contacted to clarify aspects of your application, or to request further documentation to support your application.

10. SUBMITTING YOUR APPLICATION

You will be able to submit your application when:

- all mandatory sections have been completed
- all required documentary evidence has been uploaded
- you have indicated your agreement with the Final Declaration on the last page

Your application must be completed prior to the application closing deadline.

11. APPLICATION FEE

All applicants are required to pay an application fee in AUD.

Applying for entry in New Zealand	\$AUD 990 (incl GST)
Applying for entry in Australia	\$AUD 990 (incl GST)

When applications close, you will be emailed an invoice on Thursday 31 March 2022 to pay the application fee.

- Payment of the application fee must be made within 24 hours of receipt of the invoice.
- Payments must be made by credit card (Visa or Mastercard).
- Applications will be excluded from further consideration if payment is not made.
- The application fee is non-refundable.

12. RECEIPT OF APPLICATION

You will receive an automated response acknowledging receipt when you submit your application. You will also receive acknowledgement when your application fee has been paid.

13. REFEREES

Information regarding nomination of referees can be found in Section 10 of the Selection Regulations. Please note that all referees must be nominated from post-graduate years only (NOT from terms undertaken during medical school).

All referees (including reserve referees) will be asked to complete a report. They will be contacted by email on **22 April 2022** regarding completion of referee reports and will be sent reminders on a weekly basis. All reports must be submitted by **20 May 2022**.

14. INTERVIEWS

Interviews for all shortlisted applicants will be held on **Saturday 18 June 2022**. Interview locations are yet to be finalised.

15. APPOINTMENTS

Whilst the exact number of posts has not yet been determined, it is likely that there will be approximately 15-20 people appointed to the SET Program in Urology in 2023. The bulk entry point will be into nSET1.