

UQ Doctor of Medicine

Pre-Interview Briefing Pack





Introduction

The University of Queensland's Doctor of Medicine (MD) program provides its students with a world-class medical education.

An entry requirement into the MD program is for applicants to complete a Multiple Mini Interview (MMI). This briefing pack provides information for applicants who have been invited to participate in an MMI. If you have been invited to interview, you should read through all the information in this briefing pack very carefully.

It is extremely important to comply with the requirements and instructions outlined in this pack, otherwise you may not be able to proceed with your interview.

It is important to spend some time to prepare **prior** to the day of your interview. If you have any questions, there will be little time to respond to your queries on the day of the MMI.

There will be an opportunity to ask questions about the process prior to the interview either at a briefing session, or through direct contact with a staff member depending on your pathway. Pre-interview briefing information will be provided directly to those invited to interview. We strongly recommend participating in the pre-interview briefing session and read the information in this pack, to assist you with your preparation.

If you have any questions or need further clarification regarding the information presented in this briefing pack, feel free to reach out to us at med.enquiries@uq.edu.au.

Additionally, on the day of your interview, please promptly contact the designated staff member as specified in the Zoom Link and Briefing email for any immediate assistance or guidance.

What is in your pre-interview briefing pack?

[Section 1: Confidentiality & Minimum Requirements](#)

[Section 2: The Interview in Detail](#)

[Section 3: How to Set-Up Zoom for Your Interview](#)

[Section 4: Joining your Interview](#)

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[Section 6: Frequently Asked Questions](#)

[Visit our MMI webpage here](#)



Section 1: Confidentiality & Minimum Requirements

Confidentiality

If selected for an interview, you will receive instructions on scheduling a Multiple Mini Interview. As part of the booking procedure, you must acknowledge that you will not share any information obtained during your participation in Multiple Mini Interviews for The University of Queensland's Doctor of Medicine program admissions, either directly or indirectly, unless compelled by law. Failure to adhere to this guideline will be deemed a breach of confidentiality and may render you ineligible for an offer and/or enrolment at UQ.

Minimum Requirements

Upon being selected for an interview, it is your responsibility to meet the minimum requirements and guidelines outlined below and provided throughout this pack.

Important: Please carefully read through the below information and ensure you test each requirement prior to the interview. An interviewer may request you share your screen to confirm you are complying with the below requirements. Failure to comply with these conditions or instructions given by the interviewer may mean you are unable to proceed with the interview.

To meet interview minimum requirements, you must

- have a form of government issued ID available for verification on the day of the interview and;
- sit the interview in a quiet location, where you are alone and will not be disturbed for up to 2 hours. No other persons are permitted to be present or enter the interview space at any time and;
- ensure your interview space is clear of prohibited items (see below) and;
- not take notes, record, or take screen shots.
- not have any program other than Zoom open (including reduced windows) during your interview. All windows and/or applications on your computer must be closed.

To meet minimum device requirements, you must have access:

- to a secure and stable internet connection and;
- to a device which has either an integrated or external camera, that can move around the room for the purpose of room checks at any stage during the interview and;
- to a device which has Zoom compatibility, and has the latest Zoom downloaded and;
- to a device in which has audio capabilities for both speaker and microphone (built-in, external or headset)
- to a device which enables screen sharing.

Further information provided below.



Further information on minimum requirements

To participate in the interview, you will need a PC/Mac computer OR a mobile device such as a tablet. Smartphones can only be used in special circumstances or when there's no internet available (in line with the guidelines below). You are required to read scenarios during the interview, and the content may be challenging to view on a small screen.

You will be required to move your camera to show your surroundings prior to the interviews starting, so we can be sure that no one else is in the room, there are no recording devices and you do not have any written notes. If you are using a desktop computer, you will need an external webcam that can be moved.

You will also need an internet connection suitable for video conferencing and a quiet, private location where you will be alone to allow you to complete the interview without being disturbed.

Permitted and Prohibited Items

Permitted items:

The following items are permitted in your interview space:

- ✓ Single device you are using to sit the interview (PC, laptop, or tablet)
- ✓ Water
- ✓ Government issued ID
- ✓ Any item required for medical purposes (if this applies you must contact med.enquiries@uq.edu.au and provide a medical certificate to confirm this is required at least 1-week prior to the interview)

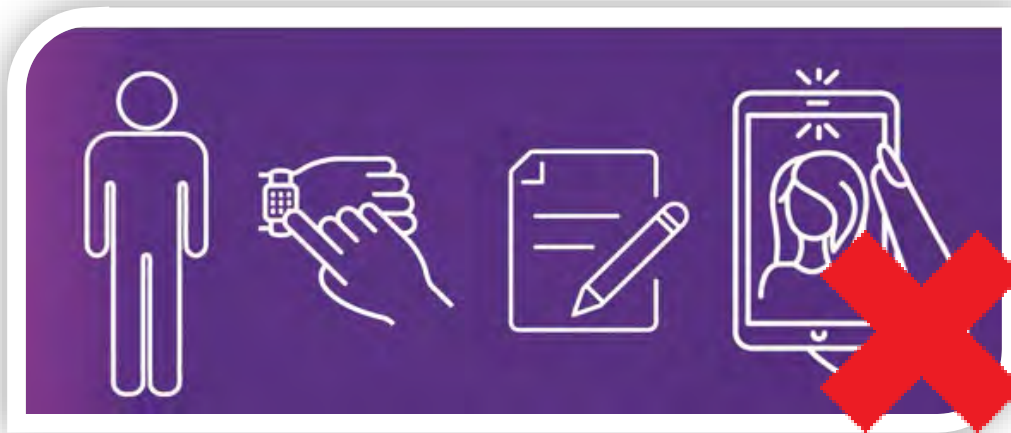
Prohibited Items:

The following items are not permitted in your interview space;

- × Writing utensils (pens, pencils etc.)
- × Paper or notebook
- × Timers
- × Mobile devices (except in special circumstances when serving as the single device used to sit the interview)
- × Smart devices/additional devices (including smart watches/smart glasses/tablets/not in use laptops etc)
- × Recording devices

We understand that you may be sitting your interview in a space where some items cannot reasonably be removed as such, the following items are not permitted on or within reaching distance of your interview space;

- × Books
- × Clocks
- × Additional screens (if unable to be moved) must be turned off, turned around and/or covered.



Positioning yourself for your interview

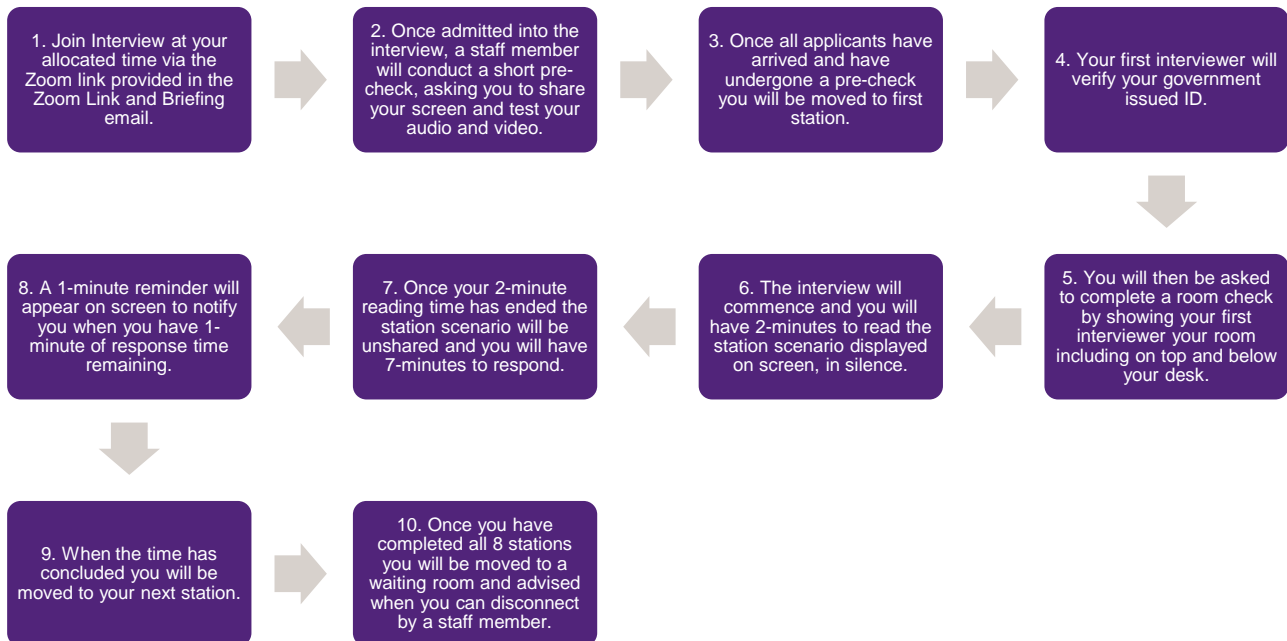
During your interview you should be seated in a position where your hands can be seen at all times. If you need to move closer to the screen during reading time, communicate this with your interviewer before moving closer, however your hands will still need to be in view.



Should you have any questions or concerns relating to the confidentiality or minimum requirements please contact the Faculty of Medicine on med.enquiries@uq.edu.au.

Section 2: The Interview in Detail

Interview Flow Summary



Joining the Interview

- When you login to Zoom using the Meeting ID provided, you will arrive in the virtual waiting room. You should arrive as per the time advised in the Zoom Link and Briefing email received prior to your interview. Only applicants who are booked in for the session will be admitted into the meeting. Checking the arrival of applicants may take several minutes, so please wait patiently, and do not exit the meeting. Please keep your camera turned on at all times and your microphone unmuted unless otherwise advised.

To avoid any delays, please ensure the name you enter on Zoom is the same as the name on your application, both first and last name.

- You must not move away from the camera. In some circumstances, you may be placed in a virtual room with other applicants. In this case, do not communicate with other applicants.
- If we are running behind the scheduled start time, we will communicate this with you.

Please note, once you have entered the interview from the waiting room, you are under exam conditions. Late arrivals will not be permitted to proceed with the interview.

Station 1 - Your first station

Each station in the Multiple Mini Interview is conducted in a separate virtual room on Zoom. Our staff will move you from station to station. When the interview starts, you will be moved from the waiting room to your first interview room.

- ✓ Your interviewer will check your government issued photo ID (this will only occur at your first station).
- ✓ Your interviewer will then ask to check your surroundings, please hold your movable device, and show them around your room including on and under your desk. The interviewers are required to check that you are alone in the room and your desk should be clear of everything, except for your ID, your device and a glass or bottle of water. Please follow the interviewers' instructions.



Once all applicants have been checked, interviews will commence. Your interviewer will share their screen, showing the first scenario and question/s attached to that scenario. Please read the scenario and question/s in silence, for 2-minutes. You are not permitted to read the scenario and question/s aloud.

After 2-minutes the interviewer will stop sharing their screen and will ask you if you are ready to begin. If you are ready, you may begin talking. Please feel free to ask the interviewer to share their screen again if you would like to see the scenario, however the scenario cannot remain on screen while you are responding. You may use all 7-minutes to share your thoughts but do not feel obligated to use all 7-minutes. At the 6-minute mark, a message box will appear at the top of your screen, alerting you and your interviewer that there is 1-minute remaining at this station.

When you have finished talking, and you have nothing further to discuss, you and your interviewer will sit in silence until the time has run out for the first station. If you are still talking when time concludes, please cease all discussions immediately.



Between each station, there is roughly a 1-minute transition time, where we will virtually 'move' you to your next station, please do not leave your desk, turn your video off, or mute your microphone during this transition time.

Stations 2 – 8

The above process, without the ID and room checking steps will repeat for stations 2-8.

Station 9 – Hold Station

Applicants will rotate through 8 scenarios, and in some interview rounds, one virtual waiting room is added as a Hold Station in some interview rounds for logistical reason only. Applicants will continue to be under exam conditions whilst in this virtual waiting room as specified in the above briefing pack. You will need to remain at your computer with your camera on, microphone unmuted while you are at the Hold Station.

Please note, all applicants will be asked to address 8 scenarios only and will not be required to address an additional scenario at the Hold Station.

Final Station

When time has concluded at your final station, please stay connected and do not move, or turn your video off. We will move you to a waiting room and instruct you when to disconnect.



Section 3: How to Set-Up Zoom for Your Interview

You will need to install Zoom on your device **before** the day of your interview. You may also wish to install Zoom on a backup device should you experience any technical issues during your interview. Please follow the instructions below to ensure that Zoom is installed correctly and ready to use for your interview.

Installing Zoom

PC/Mac

1. Go to the Zoom Download Centre page at <https://zoom.us/download>
2. From the Download Centre, click on the Download button under "Zoom Desktop Client".
3. Once the download is complete, proceed with installing the Zoom application onto your computer.

Mobile Devices

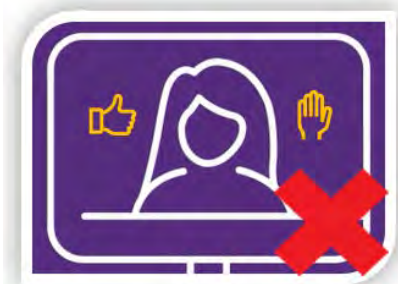
1. Go to your App store or Google Play
2. Search for Zoom in the search bar
3. Select "ZOOM Cloud Meetings" and follow installation instructions for your device.

Testing Zoom

All applicants are encouraged to test Zoom on their own device prior to attending the interview. The Zoom website has information on joining a [Test Meeting](#) where you can practice using Zoom and make sure your camera, speakers and microphone are working. Alternatively, test Zoom with your family or friends, so you are familiar with it prior to the day of the interview.

Important: Zoom Gesture Recognition will display emojis on screen when participants perform specific actions such as raising a hand. This is distracting for the interviewers and may raise suspicions that applicants are engaging in a prohibited action on their computer. Please disable Gesture Recognition in Zoom to avoid any issues. Apple Mac computers have a similar feature that could disrupt interviews.

For more information about Gesture Recognition in Zoom including how to disable this feature please visit [Zoom Support](#). If using a Mac computer or Apple device, please visit the [Apple Support](#) website in addition to [Zoom Support](#).



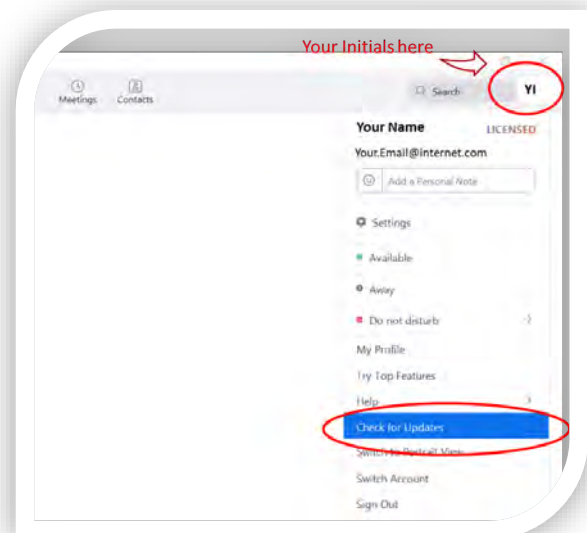
How to Sign in to Zoom

1. Go to the <https://www.zoom.us/freesignup/>
2. Enter your email address and click on "Sign Up, It's Free"
3. Check your inbox for an email from Zoom, with the subject "Please activate your Zoom account."
4. Click on the blue "Activate Account" button.
5. You'll be asked to enter your name and set a password. **Please enter your name in full, as it appears on your application. This is the name that is shown to the interviewers, and it is very important that it matches your application. You may not be able to participate in the interview if you sign in with a different name.**
6. You may skip the 'Invite Colleagues' step.
7. Start your test meeting and ensure you test your video and microphone settings.

Section 4: Joining your Interview

Before your interview is due to start, please ensure you are running the most up to date version of Zoom. To do this:

- Open Zoom.
- *Click on the top right box that contain your initials.*
- *Select 'Check for Updates' from the drop-down menu.*
- *Zoom will initiate a 'check for updates' and update automatically.*





Joining the interview

Your Zoom meeting details are outlined in your Zoom Link and Briefing email, which contains the link to open Zoom, a meeting ID, and a passcode.

1. Click on the link located in your Zoom Link and Briefing email to open Zoom. You may be prompted to confirm that it is OK for Zoom to open.
2. If the link does not work, you can join by entering the meeting ID:
 - Start the Zoom application or go to <https://zoom.us/>
 - Click on “Join a Meeting”
 - Enter the meeting ID.
 - Click on the “Join”, or “Join Meeting” button.
3. If you are using a PC or Mac:
 - If a video preview appears, click “Join with Video”.
 - If a Join Audio dialog appears, you can test your speakers and microphones before joining the meeting if you wish. When you are ready, click “Join with Computer Audio”.
4. If you are using a mobile device (phone/tablet), you will be connected to the meeting, but may need to manually activate the Audio and Video connections.
 - Click “Call via Device Audio” (if you do not see the option, try clicking Join Audio first).
 - Click “Start Video”.
5. Ensure that your microphone and camera are working (click on test speaker and microphone) and positioned correctly.

Section 5: Technical difficulties

If you experience internet connectivity issues before or during your interview, the following actions may help:

1. Shutting down or not starting non-essential applications while participating in the Zoom meeting. For example: close open web pages and any office applications while the interview is in progress. Note: You are not permitted to have any program other than Zoom open during your interview, even if the window is reduced.
2. If you are using Wi-Fi, move your device closer to the Wi-Fi antenna. You may get better connection using an Ethernet cable connected to your modem (a wired connection in the home or office can be a reliable method).
3. Ask other internet users in your house to take a break during your video call.



4. Use another means for connecting to the internet, e.g., connect via a 4G/5G mobile phone network instead (e.g., use your mobile phone as a hotspot or use your mobile device). Please note, mobile devices are not permitted inside the room you are interviewing in even if you choose this method of connection (unless in special circumstances when serving as the single device used to sit the interview).

If your connection drops out during the interview, you can re-join the meeting at any time during your allocated interview timeslot. When you re-join the interview, your name and ID will be re-checked, another room check will be completed, and a staff member will advise you of what will happen next. Please note, you will not be given additional time to make up for the time lost.

If you experience ongoing internet connectivity issues during your interview, you may be asked to leave the meeting. Should you encounter difficulties connecting or reconnecting on the day of your interview, please promptly reach out to the designated staff member, as indicated in the Zoom Link and Briefing email.

Given the limited spaces available, it is unlikely we will be able to reschedule you into an alternate time if you miss your scheduled session, but we will do our very best to do so if possible. Please check your email regularly for a reply.



Section 6: Frequently Asked Questions

What should I wear for the interview?

We recommend you wear appropriate attire for an interview.

What time should I log-in for my interview?

Applicants should arrive as per the time advised in the Zoom Link and Briefing email sent prior to your interview.

What happens if I'm late logging in for my scheduled session?

The MMI is conducted under exam conditions. If you are late for the start of your session, entry won't be permitted. We may be able to reschedule your interview, however we cannot guarantee this. Should you encounter login issues, contact the designated staff member promptly as specified in the Zoom Link and Briefing email.

What if I need the bathroom part-way through the interview?

We recommend you use the restroom prior to the interview to avoid interruptions. If you do need to use the bathroom, inform your interviewer, and return promptly. The interview cycle will proceed during bathroom breaks, and no additional time will be given. Do not leave the room for any reason without advising the interviewer first even when transitioning between stations.

What happens if I feel unwell during the interview?

Please advise your interviewer that you are feeling unwell, if you need a break, or are unable to continue. If you need a break the interview cycle will continue until you are able to re-join. You will not be given additional time to make up for the time lost during a break. If you are unable to continue, we may not be able to reschedule your interview.

Am I able to take notes during the interview?

No note taking, recording, or screenshots are permitted during the interview. You can request for a scenario to be re-shared for a brief period during your 7-minute response time to refresh your memory, but the interviewer cannot share it for the entire duration, as they need to see you during the discussion.

Can I communicate with other applicants in the waiting room?

Under no circumstances should you communicate with other applicants, whether verbally, through the chat function, or using any non-verbal means, even if you are placed in a waiting room where other applicants are visible.

Can I chat with my interviewer if I finish the station early?

No, if you finish the station early, remain silent and avoid engaging in conversation with the interviewer. This may feel awkward, but interviewers are briefed to expect this. Talking could informally bias the interview and must be avoided.

Do I lose marks if I finish the station early?

No, you are not marked on the length of your response, you are marked on the quality of your response. You may use all 7 minutes to respond, but you do not need to.

Are there any acting/role play stations?

No, we currently do not use any acting or role play stations.

Is the format of the MMI the same for all UQ pathways?

Yes, the format of the MMI is the same for all UQ pathways.