

# 2024 Co(I)laboratory PhD Studentships

## Application Form Questions

To support our applicants in preparing their applications, we have provided an overview here of our main application questions. Please note that **ALL applicants** must submit a full and complete application via our online application portal. Co(I)laboratory will **NOT** accept applications by email or any other means.

### Part 1: Eligibility check

This section asks basic questions to determine your eligibility before allowing you to continue with the application form.

### Part 2: Main PhD Application Form

#### Section 1: Personal Details:

This section asks you for standard personal information and contact details.

#### Section 2: Qualifications and Experience

##### Qualifications

Applicants should list all subjects taken, including awards pending, whatever the result, in date order with the most recent first. Please attach copies of your certificate / transcripts. Please ensure that you include any relevant formal qualifications, as well as any undergraduate and postgraduate degrees.

##### Minimum Standard Qualifications for Entry

Applicants must hold at least an upper 2nd class (2.1) undergraduate degree or equivalent degree, or a 2nd class (2.0) undergraduate degree with a masters degree, or must be able to demonstrate equivalent professional experience.

##### Demonstrating Equivalent Professional Experience

If you do not meet the minimum standard qualifications for entry criteria, you must submit a portfolio of evidence which effectively demonstrates that you have the professional skills and experience equivalent to that of the minimum qualification criteria above. Your professional equivalency portfolio must include the following:

- At least one example of an extended\* piece of analytical, academic or technical writing. This could be a professional report, briefing document, formal review, etc., that clearly demonstrates your ability to produce larger pieces of written work to a high standard.
  - \*If this piece of writing is less than 5,000 words, we recommend applicants upload additional examples.
- A professional CV which demonstrates substantial experience in a relevant sector(s).

- A cover letter which demonstrates how you meet the core and project specific competencies outlined in the PhD project advert.

#### 1. Dates of Study

- Start Date:
- End Date:

#### 2. Name of Educational Establishment Attended \*

(e.g. University or other institution)

#### 3. Level \*

(e.g. first degree, higher degree or professional qualifications)

#### 4. Subject \*

(e.g. title of the course or subject area)

#### 5. Results \*

(classification, grades or bands)

#### 6. Certificate / Transcript Upload(s)

Please upload any relevant certificates, transcripts (translated into English if applicable) as part of the application. (Please note: If you have not finished your current course, please indicate this clearly on your application form and provide evidence of your pending degree such as an up to date HEAR report or a provisional transcript).

Please ensure that the actual (or provisional) grade, Grade Point Average (GPA), or mark percentage is included on any certificates and/or transcripts you provide.

#### 7. Add another educational establishment?

- Yes
- No

### Experience

Please include any relevant experience or achievements not mentioned elsewhere in the application in this section. Please use the upload feature to attach any relevant evidence in relation to details mentioned in the experience or achievements sections.

Please DO NOT upload a CV. Only CVs from applicants required to submit a professional equivalency portfolio will be accepted. CVs or other documents uploaded in place of answers to experience and achievement sections will not be accepted.

#### 8. Work Experience \*

- *Please include details of any relevant work or professional experience not included in other areas of this application.*
- *You will have a chance to go into further detail about how your experience is relevant to your PhD application in the next section.*
- *(500 Words Max)*

#### 9. Achievements

Please provide details of any relevant awards, prizes, publications, etc. which support your application.

## 10. Upload supporting evidence for experience and achievements

- Applicants may use this section to upload evidence to support details submitted in the achievements and work experience sections above.
- Please DO NOT upload a CV. Only CVs from applicants required to submit a professional equivalency portfolio below will be accepted. CVs uploaded here for applicants which meet the minimum standard qualifications for entry will not be accepted.
- Maximum documents: 5

## 11. Upload professional equivalency portfolio

### Demonstrating Equivalent Experience

If you do not meet the minimum standard qualifications for entry criteria, you must submit a professional equivalency portfolio. This portfolio must include the following:

- At least one example of an extended\* piece of analytical, academic or technical writing. This could be a professional report, briefing document, formal review, etc., that clearly demonstrates your ability to produce larger pieces of written work to a high standard.
  - \*If this piece of writing is less than 5,000 words, we recommend applicants upload additional examples.
- A professional CV which demonstrates substantial experience in a relevant sector(s).
- A cover letter which demonstrates how you meet the core and project specific competencies outlined in the PhD project advert.
- Maximum documents: 5

## Section 3: English Language Requirements

Please indicate whether English is your first language. If English is not your first language, please provide details of any English language qualifications you hold or if you have previously studied in the UK.

If you are submitting an IELTS report, please ensure that the date of the test is not older than 2 years.

Please find further details on English language tests accepted by us [here](#).

### 1. Is English your first language? \*

- Yes
- No

### 2. Please indicate if you hold any English language qualifications: \*

- *If your results are pending or you are awaiting examination, please clearly state this in the text boxes below.*

- English Language qualifications**
- Awarding organisation**
- Award and course title**
- Results**

### 3. Document Upload

Where applicable, please upload any documentation which provides evidence that you meet NTU or UoN English language requirements for undertaking postgraduate research. If you are submitting an IELTS report, please ensure that the date of the test is not older than 2 years.

## Section 4: Project Title and Application Questions

### Research Project Title:

You must provide the title of the relevant Co(I)laboratory PhD project that you wish to apply for. Applications without a project title, with multiple titles, or which include the title that is not a Co(I)laboratory project will be rejected.

### Application Questions:

All candidates must answer the following questions. Your answers to these questions play a key part in assessing your application against the core and project specific criteria detailed in each PhD project advert.

We recommend that you draft your answers in a Word document beforehand to ensure you are within the word limits.

To support us in being able to assess applications anonymously and without unconscious bias, where possible, please do not reveal personally identifiable information in your answers such as your name, gender, age, ethnicity, previous institutions of study, etc.

#### 1. Research Project Title \*

Please provide the title of the Co(I)laboratory research project to which you are applying. Each applicant can only apply to ONE PhD project.

#### 2. In which capacity would you prefer to undertake this PhD programme, if successful?

- Full-time
- Part-time

#### 1. Why have you chosen to apply for this PhD research project? \*

*Prompt: What about this specific research project motivates, excites, and interests you? (Maximum 500 words)*

#### 2. How are you prepared to undertake this PhD? \*

*Prompt: How do your skills, experience and other attributes make you well prepared for the requirements and challenges of undertaking PhD study, and for this PhD project, specifically? (Maximum 500 words)*

#### 3. Why have you applied to a Co(I)laboratory PhD in particular?\*

*Prompt: Why you have chosen to apply to a Co(I)laboratory PhD project specifically, rather than a PhD project under any other programme? What is it about a Co(I)laboratory PhD that appeals to you/aligns with your own goals, etc. (maximum 350 words)*

#### 4. What would be the main challenges for you personally in undertaking a PhD and how would you overcome these? \*

*Prompt: In what ways would doing this PhD challenge or test you? What personal skills and competencies might you want to develop to be as successful as possible in this PhD? maximum 350 words)*

#### 5. What will be the impact on you personally when you complete this project? \*

*Prompt: To what extent would being able to do this PhD support your future personal and professional ambitions? What would you intend to do after receiving a PhD qualification? etc. (maximum 350 words)*

**6. Describe three personal attributes you possess which you feel will make you a successful Co(I)laboratory PhD student. \***

*Prompt: Why would these attributes make you the most successful candidate for this specific PhD project, and as a Co(I)laboratory PhD candidate? How would these attributes ensure that you would deliver a successful, impactful body of research work? (maximum 350 words)*

## **Part 3: References**

### **References**

Please provide the names and contact details of two academic or professional referees who can provide references to support your PhD application.

Referees could be current or former academic tutors, a recent or current employer, or a professional partner or colleague. Referees should not be family members or non-professional acquaintances.

#### **How our automated reference system works**

When you click the button below, you will be asked to provide the first name, last name and email address of each referee. You also have the option to include a short message to them. Once confirmed, your referees will be sent an automated email request from our system. This email will provide them with a custom link to an online form where they will need to complete our brief application reference form. Please ensure that you provide current and accurate email address for your referees.

PLEASE NOTE: It is essential that you make your referees aware that you are nominating them and that they will be sent an automated email request. Please ask your referees to check junk/spam folders for this email. It is the applicants responsibility to engage with their referees and ensure that they submit a timely response.

## **Part 4: Equal Opportunities**

## **Part 5: Additional documents**

This section is optional and is intended to enable you to upload additional documentation explicitly in relation to questions asked in this application form, but have not done so in previous sections.

You may upload additional documentation evidence such as certificates, transcripts and portfolios, to provide further support and context to your application responses. Please **DO NOT** upload CVs to this section. CVs will only be accepted if you are providing a professional equivalency portfolio. CVs uploaded outside of this requirement will be disregarded.

**(Please note:** If you have not finished your current course, please indicate this clearly on your application form and provide evidence of your pending degree such as an up to date HEAR report or a provisional transcript). Please ensure that the actual (or provisional) grade, Grade Point Average (GPA), or mark percentage is included on any certificates and/or transcripts you provide. Applicants who are former NTU or UoN students are still required to provide evidence of successfully completing their degree such as original transcripts, certificates or a HEAR report.

## Part 6: Applicant Declaration

\* Required

### 1. Applicant Declaration

I confirm that the information I have provided in this form is complete and accurate to the best of my knowledge at this date. I understand that it is my responsibility to ensure that all parts of my application are submitted in due time and that any missing information may render my application incomplete and ineligible to be considered.

- Yes
- No

### 2. Applicant Signature: \*

Use your cursor to sign below.

## Part 7: Terms & Conditions

\* Required

### General Data Protection Regulation 2016 and Data Protection Act 2018

By submitting this PhD Studentship application form you are consenting to Nottingham Trent University and the University of Nottingham using the information you have provided to enable us to consider your application for the 2023 Universities for Nottingham Co(I)laboratory PhD Studentship scheme in association with your PhD research degree application.

Please see our [Admissions Privacy Notice \(https://www.ntu.ac.uk/i/gdpr/admissions-privacy-notice\)](https://www.ntu.ac.uk/i/gdpr/admissions-privacy-notice) which sets out how we use your personal data.

- I understand

### Terms and Conditions

#### 2024 Universities for Nottingham Co(I)laboratory PhD Studentship Scheme terms and conditions:

1. Applicants are allowed to make one application only for one project listed under the 2024 Universities for Nottingham Co(I)laboratory PhD Studentship Scheme.
2. Funding under this PhD Studentship Scheme is only available to applicants who meet or exceed specific Nottingham Trent University (NTU) and University of Nottingham (UoN) qualifications entry criteria for PhD study, or who demonstrate acceptable professional equivalency. Details of NTU's requirements can be found in paragraphs 4.4 and 4.5 of the Quality Handbook Section 11- Research Degrees [here](#). Details of UoN's minimum entry requirements can be found in the Admissions section of the Quality Manual [here](#).
3. Only full and complete eligible applications (including the submission of any necessary, relevant supporting documents where applicable), submitted by 12 noon (GMT) on 15 December 2023 to the NTU Doctoral School via the online application portal, will be eligible to enter the PhD Studentship scheme.

4. Existing doctoral level candidates based at any UK higher education institution, or applicants who already hold a doctoral degree will not be eligible for PhD Studentship funding under this scheme.
5. Only complete and eligible applications will be considered.
6. The 2024 Universities for Nottingham Co(l)laboratory PhD Studentship Scheme is competitive. Selection is based on the quality of the application, successful interview, alignment with aims and funding remit of the Universities for Nottingham Co(l)laboratory programme.
7. Nottingham Trent University reserve the right to revoke the PhD Studentship funding, and terminate the studies of the applicant, if a studentship was awarded on the basis of information which turned out to be false or materially incorrect at the time of assessment or if a candidate is in breach of the NTU PGR Code of Behaviour or Support to Study policies.
8. The University of Nottingham reserve the right to revoke the PhD Studentship funding, and terminate the studies of the applicant, if a studentship was awarded on the basis of information which turned out to be false or materially incorrect at the time of assessment or if a candidate is in breach of the UoN Quality Manual.
9. The final funding decisions for awarding a PhD Studentship will be made by Nottingham Trent University's Pro Vice Chancellor - Research and Innovation (or nominated representative), or the University of Nottingham's equivalent representative, dependant on the host institution of the PhD project for which the applicant is applying. These decisions are final. There is no right of appeal for these funding decisions.
10. Applicants for the 2024 Universities for Nottingham Co(l)laboratory PhD Studentship Scheme will be considered on the basis of academic qualifications or equivalent experience, interest, motivation and potential to undertake research in the chosen area. This will be assessed through the application form, including relevant supporting documents (if applicable), and the interview.
11. Both Universities are firmly committed to a diverse and inclusive research culture which is characterised by fairness and equality of opportunity for all.
12. Both Universities seek to ensure that applicants who wish to study with us are not subjected to unlawful discrimination by either institution based on the following nine protected characteristics: age, disability, gender identity, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.