**COPY OF ONLINE APPLICATION FORM**

Co(l)laboratory PhD Studentship Applications 2024-25

This document contains a copy of the questions asked in the online application form for 2025 Co(l)laboratory PhD Studentships. This is for the purposes of your preparation only. All final applications MUST be submitted via our online application form at <https://app.onlinesurveys.jisc.ac.uk/s/ntusurvey/collab-phds-2425> by the deadline of 11:59pm on 08 December 2024.

# Eligibility Check

Questions 1-8 are eligibility check, yes or no questions.

# Personal Details

This section asks you for your personal contact and identifying information. Please ensure that all personal details are correct, as these details will be used to register you if your application is successful.

**9. Title**

**10. Forename(s)**

**11. Last name / family name**

**12. Previous last name (if changed)**

**13. Main country of permanent residence**

**14. Country of birth**

**15. Place of birth**

*Town, city, or locality, as printed on your passport or similar identity document*

**16. Date of birth**

**17. Home address**

*Please provide your address in your country of permanent residence*

**18. Home postcode**

**19. Correspondence address and postcode**

*If different from your home address, please provide your correspondence address and postcode below*

**20. Contact telephone number**

*Please provide your main contact mobile or home telephone number*

**21. Email address**

**22. How did you hear about Co(l)laboratory PhD Studentships?**

*Please select all the apply*

* Social media
* Left Lion
* Kemet FM
* Mansfield Chad
* Co(l)laboratory Newsletter
* University Website
* Google (or other search engine)
* Word of mouth
* Other

**23. You selected other. Please specify.**

# Qualifications

Please provide details of any relevant formal qualifications (i.e., undergraduate degree, masters degree, or professional qualification, etc.). You should list all subjects taken, including awards pending, whatever the result, in date order with the most recent first.

For every qualification you list, you MUST email a copy of your qualification certificate to us, by email. Copies of qualification certificates must be sent to collaboratory@universitiesfornottingham.ac.uk along with any other requested evidence once you have submitted your application. Please include your full name in the subject of the email.

**Application by Standard Admission**

If you meet the minimum qualifications for entry, as detailed in our eligibility criteria, you must apply by Application by Standard Admission by providing details and submit evidence of your qualifications.

**24. Name of educational establishment attended**

*e.g., university or other institution*

**25. Level**

*e.g. undergraduate, masters, or other professional qualifications*

**26. Results**

*If you have not yet completed this course, please provide details of your current provisional grade, or expected result.*

**27. Date study commenced**

*Please select the date this course started. Please select an approximate day if you are unsure of the exact date. The start month and year must be accurate.*

**28. Date study completed**

*Please select the date this course ended. Please select an approximate day if you are unsure of the exact date. The end month and year must be accurate. If you have not yet completed this course, please select the expected end date.*

**29. Add details of another qualification?**

* Yes
* No

**30. Name of educational establishment attended (2)**

*e.g., university or other institution*

**31. Level (2)**

*e.g. undergraduate, masters, or other professional qualifications*

**32. Results (2)**

*If you have not yet completed this course, please provide details of your current provisional grade, or expected result.*

**33. Date study commenced (2)**

*Please select the date this course started. Please select an approximate day if you are unsure of the exact date. The start month and year must be accurate.*

**34. Date study completed (2)**

*Please select the date this course ended. Please select an approximate day if you are unsure of the exact date. The end month and year must be accurate. If you have not yet completed this course, please select the expected end date.*

**35. Add details of another qualification? (2)**

* Yes
* No

**36. Name of educational establishment attended (3)**

*e.g., university or other institution*

**37. Level (3)**

*e.g. undergraduate, masters, or other professional qualifications*

**38. Results (3)**

*If you have not yet completed this course, please provide details of your current provisional grade, or expected result.*

**39. Date study commenced (3)**

*Please select the date this course started. Please select an approximate day if you are unsure of the exact date. The start month and year must be accurate.*

**40. Date study completed (3)**

*Please select the date this course ended. Please select an approximate day if you are unsure of the exact date. The end month and year must be accurate. If you have not yet completed this course, please select the expected end date.*

# Experience and Achievements

Please include any relevant professional, voluntary, or other experience and achievements not mentioned elsewhere in this application. If you are providing details any awards or other specific achievements, please include evidence by email when you send us any other certificates or required supporting documents.

These should be emailed to collaboratory@universitiesfornottingham.ac.uk with your full name in the email subject line.

**Application by Professional Equivalency**

If you do not meet the minimum qualifications for entry you must apply the Application by Professional Equivalency. If you are applying by this method, please indicate below and ensure you that you email us your Portfolio of Professional Equivalence.

As with all other evidence documents, this must be emailed to us at collaboratory@universitiesfornottingham.ac.uk with your full name in the email subject line.

**41. Experience**

*Please include details of any relevant work or professional, voluntary, or other 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.*
(*Maximum 500 words)*

**42. Achievements**

*Please provide details of any relevant awards, prizes, publications, or other achievements which support your application.*
*(Maximum 500 words)*

**Application by Professional Equivalency**

*To apply by Professional Equivalency, you must submit to us, by email, a professional equivalency portfolio. Your portfolio must be emailed, along with any other evidence documents, to**collaboratory@universitiesfornottingham.ac.uk**with your full name in the subject line.*

*Your Professional Equivalency Portfolio must include the following:*

1. 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.)
2. A professional CV which demonstrates substantial experience in a relevant sector(s).
3. A cover letter which demonstrates how you meet the core and project specific competencies outlined in the PhD project advert.

If you meet or exceed the minimum qualifications for entry you CANNOT apply by the Professional Equivalency route. Any CVs or portfolio-type documents emailed to us by those who DO meet the minimum qualifications for entry, will be disregarded.

**43. Do you wish to make an application by Professional Equivalency?**

*Only applicants who do not meet the minimum standard qualifications for entry can apply by Professional Equivalency.*

* Yes
* No

# 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.You can find further details of our English language requirements here: [**https://ufncollaboratory.ac.uk/phdapply2024-25/**](https://ufncollaboratory.ac.uk/phdapply2024-25/)

**44. Is English your first language?**

* Yes
* No

**45. What English Language Qualification(s) do you hold?**

**46. Awarding Organisation(s)**

**47. Name of award(s) and course title(s)**

**48. Result(s)**

**Evidence of English Language Qualifications**

Where applicable, please email us any documentation which provides evidence that you meet our 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. Evidence must be sent by email to collaboratory@universitiesfornottingham.ac.uk along with your other evidence documents, with your full name in the subject line.

# Main Application Questions

You must provide the title of the relevant Co(l)laboratory 2025 PhD project that you wish to apply to. Applications without a project title, with multiple titles, or which name a project that is not one of the available Co(l)laboratory 2025 PhD projects will be rejected. Details of all of our available projects can be found on our applications page, here: [**https://ufncollaboratory.ac.uk/phdapply2024-25/**](https://ufncollaboratory.ac.uk/phdapply2024-25/%EF%BF%BC%EF%BF%BCApplication)

**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 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.

**49. Research Project Title**

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

**50. Why have you chosen to apply for this PhD research project?**

*Prompt: What about this specific research project motivates, excites and interests you? Why this project and another similar opportunity?*

*(maximum 500 words)*

**51. What makes you prepared to undertake this specific PhD research project?**

*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)*

**52. Why have you applied to a Co(l)laboratory PhD in particular?**

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

*(maximum 350 words)*

**53. 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 specific PhD challenge or test you? What personal skills and competencies might you look to develop to be as successful as possible in this PhD?*

*(maximum 350 words)*

**54. What would be the impact on you personally if you were to successfully complete this PhD 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? How would completing this PhD fit into your wider interests and motivations? etc.*

*(maximum 350 words)*

**55. Describe three personal attributes you possess which you feel will make you a successful Co(l)laboratory PhD candidate.**

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

*(maximum 350 words)*

# Referees

Each applicant is required to provide 2 supporting references. If you are applying by Standard Admission, you must provide at least 1 academic reference (a previous academic supervisor, degree tutor, etc.) and 1 professional reference (a previous employer, current line-manager, a professional colleague, etc.). If you are applying by Professional Equivalency, you must provide 2 professional references.

Please provide the details of your two referees below. After you submit your application, the Co(l)laboratory team will send your named referees a request to complete our reference questionnaire. It is the applicant's responsibility to follow up with your referees to ensure they have completed and returned a reference for you.

**56. Referee 1: Full name**

**57. Referee 1: Email address**

**58. Referee 1: Role and employing organisation**

**59. Referee 1: Is the person named above a professional or academic reference?**

* Professional
* Academic

**60. Referee 2: Full name**

**61. Referee 2: Email address**

**62. Referee 2: Role and employing organisation**

**63. Referee 2: Is the person named above a professional or academic reference?**

* Professional
* Academic

# Equal Opportunities Monitoring

All details provided in this section are used only for anonymous reporting to Research England on diversity data to ensure we are meeting our commitments to support fairness, diversity and inclusion.

None of the details submitted here will be shared to those assessing your applications, unless you actively choose to disclose them. Applicants to the Co(l)laboratory PhD Studentship Scheme are considered solely on the basis of their merits, abilities and potential, regardless of gender identity, ethnic or national origin, age (subject to the university regulations on minimum age), disability, religion, sexual orientation or any other irrelevant distinction.

**64. What is your gender?**

* Man
* Woman
* Non-binary
* Other
* Prefer not to say

**65. Is the gender you identify with the same as your sex as registered at birth?**

* Yes
* No
* Prefer not to say

**66. What is your sexual orientation?**

*Choose one option that best describes your sexual orientation.*

* Bisexual
* Gay man
* Heterosexual / straight
* Lesbian / gay woman
* Other
* Prefer not to say

**67. What is your ethnic group or background?**

*Choose one option that best describes your ethnic group or background.*

* Asian
* Arab
* Black
* Mixed
* White
* Other
* Prefer not to say

**68. You selected "Asian", please specify**

* Bangladeshi
* Chinese
* Indian
* Pakistani
* Any other Asian background

**69. You selected "Arab", please specify**

* Middle Eastern
* North African
* Any other Arab background

**70. You selected "Black", please specify**

* African
* Caribbean
* Any other Black background

**71. You selected "Mixed", please specify**

* White and Black Caribbean
* White and Black African
* White and Asian
* Any other Mixed background

**72. You selected "White", please specify**

* Welsh/English/Scottish/Northern Irish/British
* Irish
* Gypsy or Irish Traveller
* Any other White background

**73. What is your religion?**

Please select an option

* Buddhist
* Christian
* Hindu
* Jewish
* Muslim
* No Religion
* Sikh
* Any other religion
* Prefer not to say

**74. Do you have a disability, specific learning difference, mental health or medical condition?**

* No known disability
* A long-standing illness or health condition e.g. cancer, HIV, diabetes, etc.
* A mental health condition such as depression, schizophrenia, anxiety disorder, etc.
* A social/communication difference such as autism spectrum disorder
* A specific learning difference such as autism, dyslexia, dyspraxia or ADHD
* Blind or serious visual impairment uncorrected by glasses
* Deaf or serious hearing impairment
* A disability, impairment or medical condition not listed - please specify below
* Prefer not to say

**75. If your disability, impairment or long-standing health condition is not listed above, please specify**

**76. Are you in receipt of Disabled Students Allowance?**

* Yes
* No
* Prefer not to say

**77. Do you wish to disclose your disability status for the purposes of the application process?**

*Please select if you wish to disclose this disability so we can contact you to make any necessary adjustments, should you be invited to interview.*

* Yes, I want to disclose my disability status
* No, I do not want to disclose my disability status
* Not applicable

**78. Would you like to be guaranteed an interview as part of our Disability Assurance scheme?**

*If you have indicated that you have a disability, Co(l)laboratory agrees to guarantee you an interview, provided that you meet the essential project-specific competencies as outlined in the PhD project advert.*[*More details here*](https://ufncollaboratory.ac.uk/phd-recruitment-process/)*.*

* Yes
* No
* Not applicable

**79. What was your UK home postcode at your first point of entry into Higher Education?**

*Higher Education is defined as education after school, usually delivered by a University or Further Education College.*

*If you do not know this or it is not relevant to you, please type "n/a"*

**80. Have you ever been in care?**

* Yes
* No
* Prefer not to say

**81. Have one or more of your parents participated in Higher Education?**

*Higher Education is defined as education after school, usually delivered by a University or Further Education College.*

* Yes
* No
* Don't know / not applicable
* Prefer not to say

**82. Do you have caring responsibilities?**

* Yes
* No
* Prefer not to say

**83. Have you ever been in receipt of free school meals?**

* Yes
* No
* Don't know / not applicable
* Prefer not to say

# Declaration

*In this section you are asked to sign a declaration regarding the information you have provided as part of your application and to consent to the Universities for Nottingham using the information you have provided for further consideration of your application.*

**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.

**84. Applicant full name**

*Please type your name in full.*

**85. Date of declaration**

*Please select the date on which you are making this declaration*

# Terms and Conditions

**Universities for Nottingham Co(l)laboratory PhD Studentship Scheme terms and conditions:**

1. Applicants are allowed to make **one** application only for **one** project listed under the Universities for Nottingham Co(l)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 the Quality Handbook Section 11- Research Degrees.  Details of UoN's minimum entry requirements can be found in the Admissions section of the Quality Manual.
3. Only full and complete eligible applications (including the submission of any necessary supporting documents where applicable), submitted by the advertised deadline via the online application form, will be eligible for consideration.
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 Universities for Nottingham Co(l)laboratory PhD Studentship Scheme is competitive. Selection of candidates is based on the quality of the application, successful interview, and 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 or Student Code of Conduct.
9. The final funding decisions for awarding a PhD Studentship will be made by Nottingham Trent University’s Director of Research Culture and Environment (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 to the 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.

**86. Please confirm that you have read and understood the terms and conditions of this PhD studentship scheme.**

* I understand and accept these terms and conditions

**87. Have you submitted all necessary evidence documents by email?**

*All supporting evidence (including certificates, evidence of achievements, and Professional Equivalency portfolios) MUST be submitted by email to**collaboratory@universitiesfornottingham.ac.uk**with your full name in the subject line. A member of the Co(l)laboratory team will confirm receipt of your supporting documents within 2 working days.*

*All supporting evidence emails must be received by 09 December 2024 at 07:00 (GMT) or your application will be considered incomplete.*

* I have submitted my evidence documents

**88. Have you completed all necessary sections of this application, including providing all required evidence?**

*Once you have completed this section, your application will be submitted and will be considered complete. Please use the "back" option to review your application carefully before you finish and submit.*

*You will not be able to submit your application after the deadline of 08 December 2024 at 23:59 (GMT).*

* I confirm that my application is complete