Guidelines for filling online application form

"Personal" section:

- Please complete your personal details as required.

"Contact" section:

- Please continue completing personal details as required.

"Programme" section:

- Please ignore the section "Personal statement". This should be covered in your cover letter and will be uploaded in a later section. Simply write "N/A".
- Please ignore the "Relevant knowledge/Training skills" section. This should be covered in your cover letter and will be uploaded in a later section. Simply write "N/A".
- In the section "Research topic", please quote: **"I am applying for the SPADS PhD training programme"**. The rest will be covered in your cover letter.
- Please ignore the "research project" and "transfer from another institution" sections. Simply write "N/A".
- Please provide the name of your proposed supervisor, if applicable. Otherwise write "N/A".
- Please accurately answer the question about published work.
- If the answer to the previous question is "yes" feel free to provide citations, but this is not compulsory.

"Qualifications" section:

- Please complete this section as instructed.

"Employment" section:

- Please ignore this section.

"Finance" section:

- You can leave this section blank, or enter SPADS CDT.

"Referees" section:

- Select "yes" for both "Email reference request?" questions.
- Please complete the rest of the section as instructed, including "First Name" and "Institution".

"Document upload" section:

- “Please upload your degree certificate”: Upload all degree certificate(s) here. If they are in a foreign language, please upload both original and translated (in that order). If you wish to upload more than a single file, please merge multiple files into a single PDF and upload as a single document.
- “If your degree certificate is not in English…”: Use this to upload your cover letter.
- “Please upload your transcript…”: Upload all transcripts and/or interim transcripts for all qualification you hold, or are working towards, here. As for your degree certificates if they are in a foreign language, please provide both original and translated versions and merge multiple files into a single PDF. If you do not have transcripts, simply ignore or upload a blank document.
- “If your transcript is not in English…”: Please ignore this field or upload a blank document.
- “Please upload your first reference”: Please ignore this field, or upload a blank document. We will contact referees directly requesting reference letters.
- “Please upload your second reference”: Please ignore this field, or upload a blank document. We will contact referees directly requesting reference letters.
- “Please upload your English language certificate…”: Please upload certificate as instructed.
- “Samples of work” we do not require any samples of your work. You can leave this section blank.