



DTA3 COFUND Marie Skłodowska-Curie PhD Fellowship

GUIDANCE TO COMPLETING THE APPLICATION FORM

Please follow the guidance here as well as any instructions included on the application form itself. You will also need to refer to the [job description](#) and the [Eligibility Criteria](#) for the positions. You may wish to print this guidance in order to refer to it during the process.

ELIGIBILITY

Please provide details of the periods you have spent in the UK in the past 3 years (between 12th April 2016 and 12th April 2019). You need to detail the main activity during these periods, for example work, holiday, studying, etc. Please provide a new entry for each period of different activity and for each time you entered and left the UK.

The question relates to the eligibility criteria listed on the [Eligibility](#) page:

Applicants must not have been resident, nor carried out their main activity, in the UK for more than 12 months in the 3 years immediately prior to the call deadline, 12th April 2019. Applicants will need to provide details of the periods spent in the UK in the past 3 years (between 12th April 2016 and 12th April 2019) as part of their application.

Please select “[I have not been to the UK in the last 3 years](#)” ONLY if you have not been in the UK at all since 12th April 2016.

If you have been to the UK in the past 3 years, then please select “[I have been in the UK in the last 3 years](#)” and then provide FULL details of all visits and activities between 12th April 2016 and 12 April 2019.

You need to detail the main activity during these periods, for example work, holiday, studying, etc. Please provide a new entry for each period of different activity and for each time you entered and left the UK. To add a new entry please click on the ⊕

When you have detailed all the information, please check and then select “[I confirm the above information is correct](#)”

Can you confirm the right to work in the UK or ability to secure a valid visa, if required, from UK Visas and Immigration?

The question relates to the eligibility criteria listed on the [Eligibility](#) page:

Successful candidates will be offered a contract of employment that will be conditional upon satisfactory references, the fulfilment of any conditions specified in the offer of a place on a PhD programme, and confirmation of the candidate's right to work in the UK or ability to secure a valid visa, if required, from UK Visas and Immigration. Please note that as DTA3/COFUND PhD Fellows will be employees of the host university, a student visa (Tier 4) would NOT be counted as a valid visa.

Please select from the following options

- [I am an EU Citizen and have the right to work in the UK](#)
- [I currently hold a valid visa](#)
- [I do not hold a valid visa](#)

If you select "[I currently hold a valid visa](#)" you will be asked to "[State which visa you currently hold](#)" it is essential that you only select this option IF you do currently hold a valid visa, the Immigration Act 2014 requires employers to check documents to establish a person's eligibility to work in the UK and complies with any restrictions. Under the Act, employers are required to check candidate's eligibility to work in the UK before starting work.

PERSONAL DETAILS

Please complete all sections

- [Title](#)
- [Name](#)
- [Address](#)
- [Contact phone number. Please include dialing code](#)
- [Email](#)
- [Gender](#)
- [Country of birth](#)
- [Nationality \(select one\)](#)

- [Country of domicile \(select one\)](#). Please note that applicants must not have been resident, nor carried out their main activity, in the UK for more than 12 months in the 3 years immediately prior to the call deadline, this date is 12th April 2019.

[Save and Continue Later](#)

It is possible to save your application to complete at a later time. You will be provided a link.

If you do **not** save, any information you have completed will be lost.

EDUCATION AND EXPERIENCE

Secondary School education

Enter details of secondary school (high school) attendance.

- [Name of Institution](#)
- [Years Attended](#)
- [Subject](#)
- [Qualification Received](#)

You will need to 'add entry' for each institution attended. To add a new entry please click on the ⊕

Higher education

You are asked to provide details of all Higher Education courses that you have taken in the past or which you are currently studying. If you have studied outside of the UK, you will need as part of the selection process to provide a transcript translated into English, where necessary, as well as copies of the originals. If you are still studying or are waiting for your mark / grade, please indicate this by completing the date obtained or expected field.

Enter details of higher education attendance.

- [Name of Institution](#)
- [Country](#)
- [Years Attended](#)
- [Qualification Received](#)
- [Subject](#)
- [Grade](#)
- [Date obtained or expected](#)
- [Any further information](#)

You will need to 'add entry' for each institution attended or qualification received. To add a new entry please click on the ⊕

Please upload relevant academic transcripts, certificates, degree, masters certification etc. If you are awaiting a grade, please provide evidence of an expected grade from your current institution.

Professional Qualification / Membership

Enter details of any professional qualifications or memberships

- [Name of Body](#)
- [Provide details](#)

You will need to 'add entry' for each institution attended or qualification received. To add a new entry please click on the ⊕

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Training

Enter details of any relevant training undertaken

- [Name](#)
- [Details](#)

You will need to 'add entry' for each training undertaken. To add a new entry please click on the ⊕

Proof of English Proficiency

For those whose first language is not English and/or if from a country where it is not the majority spoken language as recognised by UKVI please refer to the job description and/or specific research project for details of any minimum language requirements.

[Please upload any certificates and give details about your certification below](#) – (Note: you must upload a document, if English is your first language as detailed above, then please upload a statement confirming this.)

[Please give details of your IELTS English Language test scores and dates](#) (as applicable)

Relevant Experience

Enter details of any relevant work experience in support of your application.

- [From \(Date\)](#)
- [To \(Date\)](#)
- [Position held](#)
- [Employer Name](#)
- [Address](#)
- [Description](#)

You will need to 'add entry' for each relevant work experience. To add a new entry please click on the ⊕

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PROJECT APPLICATION

You need to select the relevant programme for the project(s) you wish to apply for. You can only select one programme.

- Applied Biosciences Energy Social Policy

For more information see <https://unialliance.ac.uk/dta/cofund/programmes-and-projects/>

Use the dropdowns below to apply for up to three projects.

If you wish to apply for 1 or 2 projects, then please leave additional choices blank.

Choice 1

*[Select the relevant project title](#). Please note that you may need to scroll to see the entire list.

When selecting the relevant project please note that each project has a unique project code, this code is listed as the first field on the project proforma. Additionally, all projects listed detail the name of the host university, the surname of the first Supervisor and a key word relating to the project. Check that the project you are selecting from the list matches the project proformas details you wish to apply for.

*[Please write your supporting statement in the box below in relation to the project title you have chosen](#).

*[Please include why this project is of interest to you, how your **educational background and expertise equip you to conduct the research project** and the relevant experience you possess that makes you a suitable candidate for this role. \(750 words\)](#)

*[Based on the title and description of the project\(s\) that you are applying for, what would you anticipate to be the main ethical issues that you will need to consider at the commencement of the project?](#)

Please consider what might be the main ethical issues to be aware of in relation to this project. (The sections above marked * are to be repeated for second and third choice projects where applicable)

Please upload a supporting statement for participation in the **DTA3 COFUND Marie Skłodowska-Curie PhD Fellowship programme** indicating how your own skills and experience make you a suitable candidate for the position (**DTA3 COFUND Marie Skłodowska-Curie PhD Fellowship**).

You are applying for a salaried position – outlined in the job description - at a university and successful candidates will be expected to abide by all terms and conditions of employment. Please refer to the person specification and be sure to address all points.

This supporting statement differs from the statement requested above which is project-specific. This statement will accompany your application for all project choices.

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[Please attach your CV](#). This statement will accompany your application for all project choices. Please give details about past research experience including postgraduate and undergraduate student projects. This information will accompany your application for all project choices.

Referees

You will need to provide the names and addresses of at least three referees. Please note that referees will only be contacted following the interview stage and not before.

Enter details of referees that can be contacted in support of your application for the post. They should be able to comment in detail on your ability to cope with the academic demands of the programme for which you are applying.

Always ask permission from the referee before providing their details.

- [Name](#)
- [Email](#)
- [Address \(include University name\)](#)
- [Phone number](#)
- [Relationship](#)
- [Time known](#)

You will need to 'add entry' for each referee. To add a new entry please click on the ⊕

[Save and Continue Later](#)

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Feedback and Consent

Please let us know how you heard about the DTA3 / COFUND opportunity.

Please tick the box to give your consent for your data to be processed as outlined.

Disability Confident

Do you wish to declare a disability and be considered under the Disability Confident or equivalent scheme? Please note this information will be provided to the selection panel.

Please indicate whether you wish to declare a disability and be considered under the Disability Confident or equivalent Scheme.

Disclosure of criminal convictions

Please give details of any unspent criminal convictions you have. You will also need to declare spent criminal convictions, pending charges/current police investigations, bind overs, warnings and cautions or reprimands.

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Click 'Add Entry' to enter details as relevant

- [Offence](#)
- [Date of conviction](#)
- [Sentence](#)

Click 'Submit' when complete.

You will need to 'add entry' as relevant.

Certification

Please confirm that all the information you have included in this application form, and any attached documents is correct

[Save and Continue Later](#)

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Preview and Submission

Use this form to check your application before submission.

Use the previous box to return to any part of the application form that you wish to update or amend.

Please note that it will not be possible to edit your application form after submission.

When you are happy press submit

Please note:

The call closes on Friday 12 April 23:59 BST. As you can imagine we will be very busy processing applications throughout April and May, we are working towards the following timeline:

6-7 June – Inviting candidates to interview

7 June onwards – Advising unsuccessful candidates

13 June to 4 July – Interviewing

8 July onwards – Advising interview candidates of the outcome

October – Successful candidates start