

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:

- Please complete this section as instructed.

“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 any **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 any **transcripts** here (if applicable). 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 not applicable, simply ignore or upload a blank document.
- “If your transcript is not in English...”: Use this to upload your **CV**.
- “Please upload your first reference”: Please ignore this field. We will contact referees directly requesting reference letters.
- “Please upload your second reference”: Please ignore this field. We will contact referees directly requesting reference letters.
- “Please upload your English language certificate...”: Please upload **certificate** as instructed.