

# Guidance on Completing Application Form for FAIRER-DTP

**The application itself should be made via the [QMUL online system](#).** This is a standard form for people applying for PhDs at QMUL and we are not able to edit it. The online form provides a lot of information on what is required - here we provide additional instructions for how you should complete it for one of the three FAIRER PhDs. PLEASE NOTE: we cannot consider any applications made any other way than via the online system.

## **In addition to completing the online elements of the system you will need to upload**

- ✓ Evidence of your qualifications
- ✓ A copy of your curriculum vitae
- ✓ A brief (1000 Word) personal statement (described below)
- ✓ A recent example of your academic writing (**uploaded instead of a research proposal**)

## **Form guidance:**

- To start the form you will need to register as a new user.
- For the question "Are you applying through an agent?" enter "No".
- For the **Qualification sections** please add details of your Bachelors degree and **upload qualification documents** as requested. Please add details and qualification documents for any Masters degrees.
- In the **Professional Experience section** please **upload a copy of your curriculum vitae (CV)**. This should include any academic work you have published or which is awaiting publication.
- In the **Personal Statement section** please **upload a statement of up to 1000 words** which
  - i. Lists which of the six PhDs you are applying for in order of priority. (You can list as many or as few of the PhDs you would like to be considered for, this will not influence your chance of being shortlisted). To save words please indicate the number from the [project descriptions list](#) and the surname of the main supervisor to indicate the PhD. E.g "1st choice 3. Ross, 2nd choice 4. Sheehan..." and so on.
  - ii. Explains in your own words why you want to do a PhD now and why you want to do your chosen (first choice) PhD.
  - iii. Describes any relevant research experience - for example, as part of a previous degree.
  - iv. **OPTIONAL:** If you wish to describe a more unusual career trajectory / experience, or if you have any particular personal circumstances that you feel the reviewers might want to take into account, you may add this to your personal statement and increase the word count to 1,300 words.

PLEASE NOTE: you do not need to list any publications or any work awaiting publication in the Personal Statement, these should be in your uploaded CV.

- **Research Proposal section** – here please add information about your first choice PhD. For your proposed start date please add 6<sup>th</sup> January 2025. PLEASE NOTE: YOU DO NOT NEED TO UPLOAD A RESEARCH PROPOSAL. Instead, **please upload a recent example of your academic writing** (explaining what it is, eg Masters essay etc).
- You will be asked to provide the names and contact details of two referees.