



THE UNIVERSITY *of* EDINBURGH  
School of Biological Sciences

PHD APPLICANTS WITH EXTERNAL SPONSORSHIP OR SELF FUNDING

# USING THE UNIVERSITY'S ONLINE APPLICATION SYSTEM: EUCLID

A STEP-BY-STEP GUIDE FOR RESEARCH STUDENT  
APPLICANTS

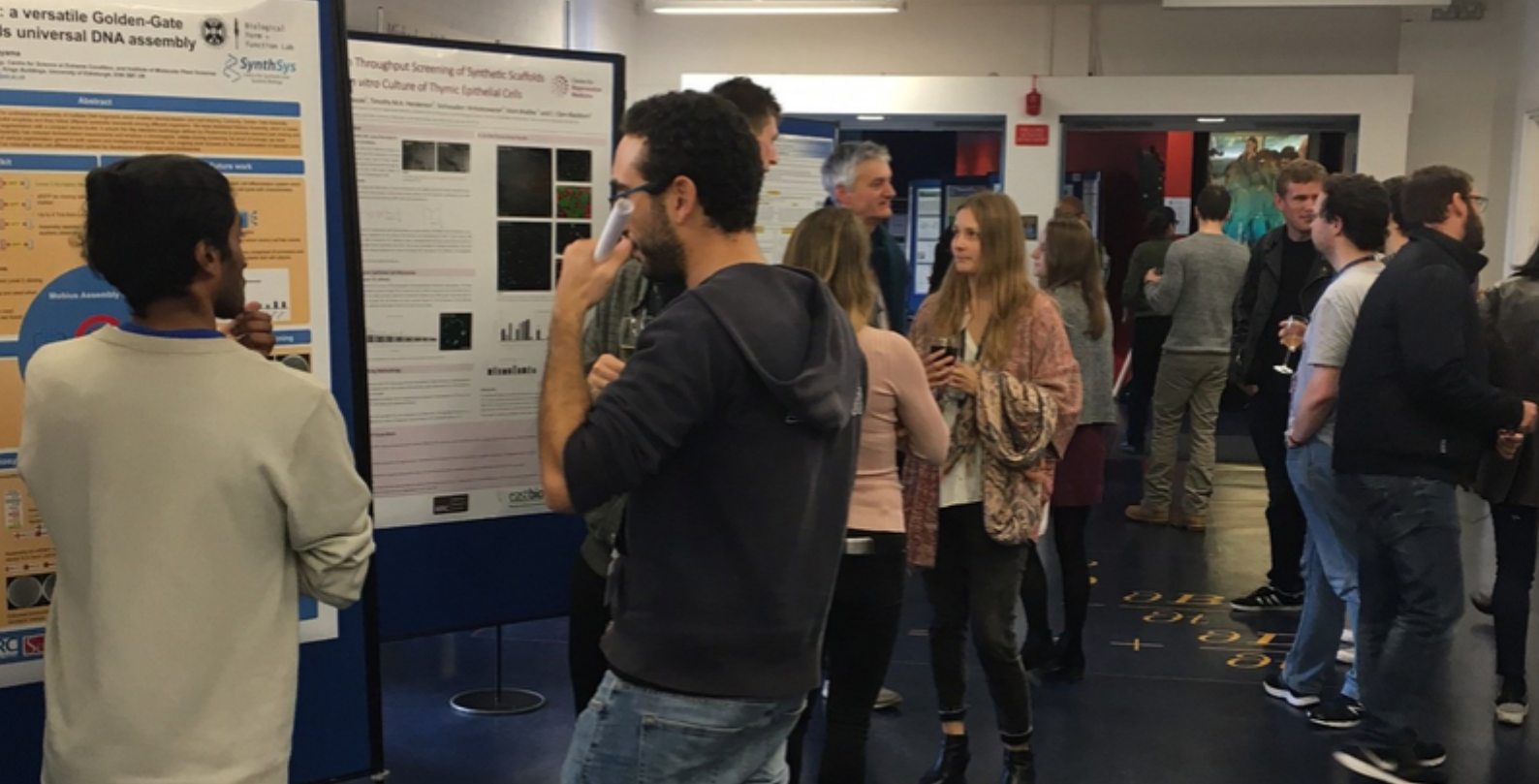
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If you experience any technical difficulties with EUCLID, contact Student Systems

<http://www.ed.ac.uk/student-systems/support-guidance/applicants>

If you have any other questions about the application process, contact the Graduate School

[grad.biol@ed.ac.uk](mailto:grad.biol@ed.ac.uk)



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# PhD Application Process

## APPLICANTS WITH EXTERNAL SPONSORSHIP OR SELF FUNDING



**1. You will need to meet the University's Postgraduate entry requirements**

[Postgraduate entry requirements](#) >>



**2. Contact your proposed supervisor** to discuss your research proposal or the advertised project you are interested in

[Academic staff List](#) >>



**3. Complete the online EUCLID application** - this guide provides details on completing this stage.

[Apply on EUCLID](#) >>

PHD APPLICATION PROCESS - APPLICANTS WITH EXTERNAL SPONSORSHIP OR SELF FUNDING

This guide relates to the EUCLID stage of your application

# Using EUCLID

This guide will help you complete **an online programme application** at the School of Biological Sciences using the University's online application system, EUCLID.

**IF APPLYING FOR FUNDING (e.g. EASTBIO)  
YOU SHOULD INDICATE THE PROJECT  
ON YOUR PROGRAMME APPLICATION.**

- Some funders require a **separate** scholarship application. Make sure to follow the instructions on their website.
- Fields in this guide marked with an asterisk (\*) must be completed.

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**YOU DO NOT NEED TO COMPLETE YOUR  
APPLICATION IN ONE SESSION**

- You will be sent an email containing an encrypted link so you can complete your application at a future date
- You can save your application at any point in the process and return to it later

## USING EUCLID

Outline of EUCLID's key features - what you need to know before you start

# Supporting Documents

It may be helpful to gather the supporting documents you will be asked to upload before you start your EUCLID application:

- Personal statement - your academic history and experience
- Copies of your degree certificates & academic transcripts that confirm your final marks or an interim transcript if you have not completed your first degree
- References or referees' email addresses
- A research proposal\* - if you are not applying for an advertised PhD project

**\* [How to write a good research proposal](#) »**

(1.44 MB PDF)

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If English is not your first language:

- English language qualification - if you do not yet have a qualification you may still submit your application
  - Certified translations, if your original documents are not in English
-

# Starting your EUCLID Application

When you first access EUCLID you will be taken to an overview page:

[Apply on EUCLID](#) »

- Select your research topic or the research institute you intend to join from the list of research programmes
- On the right side of the page there are 'Applying' instructions
- There are two dropdown options depending on whether you choose full or part-time study
- On the option you choose, select your start date - most PhD project intakes start on the 1st October - and select 'Apply'

### Applying

Select your programme and preferred start date to begin your application.

PhD Cell and Molecular Biology (Cell Biology)  
- 3 Years (Full-time)

1 October 2020 ▾ [Apply](#)

PhD Cell and Molecular Biology (Cell Biology)  
- 6 Years (Part-time)

Select your start date ▾ [Apply](#)

[Application deadlines](#) +

[How to apply](#) +

STARTING YOUR EUCLID APPLICATION



# 1. New User Details

Please check that these details are accurate; they are used in a range of core processes to support your application.

- Forenames \*
- Surname \*
- Date of Birth \*
- Email \*

**Please supply one email address only**

- Have you applied to or studied at the University of Edinburgh before \*



## 2. Personal

- Name \*
- Date of Birth \*
- Gender \*
- Nationality \*
- Residency \*





# 3. Contact

- Home Address \*

- Contact Address

**Complete this if it is different from your home address**

- Educational Agent

**Complete this if you have received assistance with your application from an educational agent or counsellor**

# 4. Programme

- Personal statement \*

**Describe your academic interests , purpose, objectives and motivation (maximum 3500 characters - approx 500 words)**

- Relevant Knowledge/Training Skills \*

**This may include details of required laboratory, computer programming, specialised software packages skills or voluntary work**

- Research Topic \*

**Add the project title(s) you are applying for and the Supervisor's name**

- Research Project

**If you are applying for an advertised PhD project add the project title. If you are applying for more than one project, rank them in order of preference - maximum of three projects**

- Transfer from another institution

**If you are transferring from another recognised Higher Education Institution with your supervisor, please add your supervisor's name, institution and the period of study you have completed**

- Project Arrangements

**Leave this field blank**

- Published Work \*

**If you select 'yes' then please include article title, journal, volume, year of publication**



# 5. Qualifications

- Academic Qualifications \*

**Institution, Course title, Date, Grade(s)**

- English Language Qualification

**Complete this if it applies to you. If you haven't taken an English language test yet then leave this field blank**

- Professional Qualifications

**Complete this if it applies to you. Add the institution, course title, date, grade(s)**

- Professional Registration

**Complete this if it applies to you**



# 6. Employment

Complete this section if it applies to you

- Current Employment

**Add your employer and details of your role**

- Previous Employment

**Add your employer(s) and details of previous role(s)**



# 7. Finance

**Completion of this section does not constitute an application for funding.**

Check the deadline of all funding schemes you intend to apply for as they may differ to the University's PhD application deadline.

- Have you or do you intend to apply for funding, a scholarship or other financial assistance? \*

- Source Name

**Add details of the funding schemes, scholarships or studentships you intend to apply for**

- Source Address

- Annual amount in GBP

- For how many years?

- Status

- In the event that full financial assistance is not available, how will you finance your programme of study and living costs (e.g. self-fund)? \*

- Are you applying for more than one source of funding?

# 8. Referees

You must provide two references.

- Title \*
- First name
- Surname \*
- Institution
- Country
- Email address\*

**\* This is mandatory if you wish us to send an email request on your behalf**

- Do you wish us to email your referee? \*

**If you select yes an automatic email request will be sent asking your referee to upload your reference.**

**If your referee does not respond or you wish to change a referee, you are responsible for contacting them to ensure a reference is submitted**

**You can upload a reference yourself in the 'document uploads' tab or email [grad.biol@ed.ac.uk](mailto:grad.biol@ed.ac.uk) to ask us to upload on your behalf**



**You cannot view references once they have been uploaded**

# 9. Upload Documents

You should upload the relevant documents at the time of application. But they can be uploaded after submission if necessary.



**You can only upload one document in each field**

- Degree certificates & academic transcripts confirming your final marks or an interim transcript if you have not completed your first degree

- Research Proposal

**1. Upload a document detailing how you would approach the project you are applying for**

**AND**

**2. Two page CV**

***You need to merge the above documents or print and scan to combine***

How to merge Word documents >>

How to merge PDF documents >>

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If English is not your first language:

- English language qualification - if you do not yet have a qualification you may still submit your application
- Certified translations, if your original documents are not in English



# 10. Submit

- Disability \*

**The information you supply will not affect judgements about your academic suitability and will be treated in the strictest confidence**

- Ethnicity \*

**The information you supply will not affect judgements about your academic suitability and will be treated in the strictest confidence**

- Criminal Convictions \*



**When your application is complete, click 'Submit'**

**Need to make changes after submission?**

Please check the applicant guidelines for further information on what you can change after submission:

Changing personal details



Uploading documents







# What happens after submission?

You will receive a confirmation email

You will receive a separate email asking you to register with EASE - the University's web login service - if you are not already registered

**Registering with EASE will give you access to MyEd, the University's web portal. This will allow you to:**

- **Track your application,**
- **Respond to requests for further information**
- **Receive notice about outcome of your application(s)**

**MyEd also gives you access to other useful information about the University**



## **WHEN WILL I FIND OUT THE RESULT OF MY APPLICATION?**

If you are shortlisted for a PhD, we will invite you for an interview in person or a Skype/telephone interview

**WE AIM TO MAKE A DECISION WITHIN SIX WEEKS OF RECEIVING COMPLETED APPLICATIONS - INCLUDING ALL SUPPORTING DOCUMENTS**



GET HELP WITH YOUR APPLICATION

# GOT A QUESTION?

## WHO TO CONTACT IF YOU NEED HELP WITH YOUR APPLICATION

If you are experiencing technical difficulties with EUCLID

[www.ed.ac.uk/student-systems/support-guidance/applicants](http://www.ed.ac.uk/student-systems/support-guidance/applicants)

Any other questions about the PhD application process

[grad.biol@ed.ac.uk](mailto:grad.biol@ed.ac.uk)

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## DATA PROTECTION

If you have any questions about the use of your information, please read the University's Data Protection Policy

[www.ed.ac.uk/records-management/policy/data-protection](http://www.ed.ac.uk/records-management/policy/data-protection)