Multiscale Models for Life Centre for Doctoral Training

Application instructions

The application to our PhD programme has three parts, all of which are mandatory and must be completed prior to the application deadline.

In **Part A,** you will select your 3 preferred projects and contact the supervisory teams to express your interest.

In **Part B**, you will provide information about your education, employment, research experience, academic achievement, as well as your research interests and reasons for pursuing a PhD. This information is used for anonymised shortlisting. Applicants that progress past this stage will be invited for an interview.

In **Part C**, you will complete a diversity monitoring form to help our programme to monitor equal opportunity during recruitment.

Contact cdt-mm4l@kcl.ac.uk if you have any questions about your application.

Part A: Select your 3 preferred projects

Please select your 3 preferred projects from the project catalogue on the website and contact each supervisory team to express your interest.

Part B: Application through the King's Apply website

This part has two steps. First, you will enter information on this website. Second, you will upload a completed application form. **You must follow the instructions below carefully.**

Part B Step 1: Instructions for King's Apply

1. **Choose a programme**
   · Programme name: Select **CDT in Multiscale Models for Life**

2. **Getting Started**
   · Are you applying via a King's Approved Agent, King's Partner or Study Aboard Coordinator? Select **No**
   · Please select a start date from the options below: Select **October 2024**

3. **Personal Information**

· Complete this section.

4. **Education**
   · Education/Academic Qualifications: enter all the relevant information, using the "Save & Add New" option to provide all the information related to your university level education. Upload all corresponding transcripts.
   · Professional/Other Qualification: Select **No**
   · English Language: Select relevant option.

5. **Employment History**
   · Enter **"See uploaded application form"**

6. **Supporting Statement**
   · Enter **"See uploaded application form"**

7. **References**
   · Enter the details for 2 referees.
   · Only when you submit your application will the King's Apply website contact them for letters of reference.
   · **We strongly recommend that you notify your referees as early as possible** so that they can send in their references before the deadline.
   · If they encounter any issues with the references, they should contact cdt-mm4l@kcl.ac.uk

8. **Funding**
   · Select **Option 5: "I am applying for a funding award or scholarship administrated by King's College London."**
   · Award Scheme Code or Name: Enter **MM4L CDT**

9. **Check and Submit**
   · Submit your application once you have entered the above.
   · You should see a confirmation message and receive a confirmation email.
   · Now continue on with the Application Form.

Part B Step 2: Instructions for the Application Form

1. **Complete the application form**
   · Download the application form here
   · Follow the instructions in the form and complete all the sections.

2. **Note down your King's Portal application number**
   · Go to the Current Applications tab of King's Apply.
   · Click on **CDT in Multiscale Models for Life**

· Your 6- or 7-digit portal number will be on the top right of your Application Overview.

3. **Save your completed application form in PDF format with the portal number as the filename**
· For example, if your portal number is 7654321, then save your application form as 7654321.pdf.
· **Please ensure that you use the Portal Number (NOT the King's Student Number).**

4. **Upload this PDF file into your application on King's Apply**
· Under the Current Applications tab, click on **CDT in Multiscale Models for Life**
· Scroll down to **Funding**.
· Update the funding information on your application form: select **Yes**
· Scroll down to **Option 6. Other**
· For Organisation Name and Organisation Type: enter **King's College London**
· For Document Category: select **Other**
· Upload your PDF file and click on Save.

Part C: Diversity Monitoring Form

We are dedicated to equality, diversity, and inclusion. We do not discriminate based on race, colour, ethnic origin, nationality, national origin, sex, sexual orientation, gender reassignment, religion, age, marital or civil partnership status, socio-economic status, or disability.

To monitor our recruitment and admissions process, we collect data on the applicant pool. This data treated in strict confidence. **The data is stored separately from your application in Part B in anonymised format and it is not given to staff involved in shortlisting or interviews.** After the recruitment process, this anonymised data will be stored on a secure server. No hardcopies are kept. PhD supervisors will not have access to this information. The data will only be used for the purpose of providing statistics for equal opportunities monitoring so that we can promote and support under-represented groups.

It is mandatory to complete this diversity monitoring form. You can always select "Prefer not to say" for each question. Thank you for helping us in our diversity monitoring.

Complete the Diversity Monitoring Form Cohort here once you have submitted your application. You will need to include your application portal number on the form.