

## Biomedical Engineering (6 Week Research) Summer School 2024 Application Guidance Notes

### Application Process Overview

Applicants need to submit an application via the King's Estore system, where they will be able to select their programme and module and pay for their course.

Once an application is submitted and receipt of payment confirmed, students need to complete their registration in King's Apply Portal (included in this guidance). This enables the Summer Programmes and the central Registry team to create a student record (including King's student ID and email address).

### Before You Start an Application

- ✓ Read the [Biomedical Engineering Research Programme](#) section on the King's Summer Programmes web pages.
- ✓ Select the project title you wish to study.
- ✓ Check that you meet the programme Entry Requirements.
- ✓ Decide if you wish to book accommodation with your course. Residential packages need to be selected at the time of application and *cannot* be added later.
- ✓ Review the applicable [Terms and Conditions](#).

### Application Process Step by Step

#### STEP 1 Secure your place on the programme.

1. Go to the King's [Biomedical Engineering Research Programme](#) page and select your programme from the table. Make sure that you select the correct item – Course Only or Residential Package.
2. Click on **Add to Basket**.
3. Go to Shopping Basket (at the top of the screen) and click on **Proceed to Checkout**.
4. Log in using the login details you used to register. If you are not registered, please do so before proceeding.
5. Fill out your **personal details**.
7. Select the project title you wish to study from the drop-down menu.
8. Read the consent information carefully, review your selection, and pay for the course.

#### STEP 2 - REGISTRATION

**Complete your registration within 14 days of completing your application.**

1. Register your details on the [King's Apply Portal](#). The system will generate a King's student number to Register you as a King's student.
2. Choose a programme following the instructions below:

-In **ADVANCED SEARCH** select '**Keyword**' and type **Summer** into the box.

-Click on '**Search**'. This will generate several programmes.

Select your chosen programme (see list below) and '**Apply**'.

**6 Week Summer School Research Pathway A**

**6 Week Summer School Research Pathway A (Residential)**

**IMPORTANT** Please pay attention that the programme you select here corresponds with the programme, which you have applied for. *Example: if you have applied for the **6 weeks Residential programme**, you must select the **6 Week Summer School Research Pathway A (Residential)** from the list above.*  
*the above list.*

### 3. Getting Started

- Select '**NO**' in response to 'Are you applying via a King's Approved Agent, King's Partner or Study Abroad coordinator?' and **SAVE**.
- Select your chosen start date and **SAVE**.

4. Enter your **personal and contact details** including your email address (not a generic email address) and **SAVE**.

*Please use the same email address used to apply for the course. This email address will automatically be used for all email communications King's has with you. It must be an email that will not be de-activated (university email) and one that is checked regularly.*

5. Under **Education** complete the **Qualification Details** section.

- Institution type – 'University'.
- Institution name – Enter name of their **institution**.
- City of institution – Enter **city name**.
- Country of Institution – Enter **country**.
- Qualification - Select '**Other**' from the drop down.
- Predicted or Obtained Results – Select '**Pass**'.
- Date of Attendance - Enter **approximate month and year**.
- Subjects studied – **Skip this section**.

**IMPORTANT**- If you have been taught in English - upload a copy of the transcript/degree certificate. **Please ensure that academic results are in English.**

- Select the file you wish to attach and click on **UPLOAD**.

### 6. English Language Proficiency

Applicants whose first language is NOT English (and have not been taught in English) must provide proof of their English Language proficiency. This should be a recognised English Language test certificate. See the **Entry Requirements** here: <https://www.kcl.ac.uk/summer/university-level/undergraduate-summer-school>

To upload your English language proficiency certificate, you must complete the English language section as follows:

- **Have you been taught and examined in English?** Select '**YES**'.
- **Duration of period spent studying in English:** Select '**Part of my education to date.**' Then enter the dates.
- **Have you taken an English proficiency test?** Select '**YES.**' Enter the name of the test and **upload the certificate**.

**IMPORTANT**- If you have been taught in English - upload a copy of the transcript/degree certificate.

Upload a **transcript or** evidence that the student has completed their third year of undergraduate studies with a GPA of at least 3.3/4. If the student has only completed the 2<sup>nd</sup> year of undergraduate study, please provide evidence of a GPA of at least 3.5/4.

- Select the file you wish to attach and click on **UPLOAD**.

### 7. CHECK AND SUBMIT

**Attachment Summary** - Please check that you have attached the documents specified below:

1. If you were taught in English, a copy of the transcript or degree certificate showing the language of instruction was English.
  2. If you were not taught in English, please attach evidence of English Language proficiency AND a copy of the transcript/degree certificate.
  3. Ensure that you have selected your first and second choice Project from the list here:  
<https://www.kcl.ac.uk/summer/university-level/summer-research-programme>
8. Please tick the **Declaration** box to indicate that you agree with the King's 'Declaration' and **SUBMIT**.

**After submission, you will receive an acknowledgement within 10 days. Please check the 'King's Apply' page for notifications and to respond to any requests for further information.**

If you have any further questions, please contact [Summer@kcl.ac.uk](mailto:Summer@kcl.ac.uk)