

SLS PhD Programmes - 2022 Entry

Page 1: Completion Guide

Before you begin, you can view the questions you will be asked during your pre-application if you wish: a PDF copy of the form is available to download from the [School of Life Sciences webpage](#).

We recommend that you type up your answers in a separate document e.g. Microsoft Word or Google Docs, this will allow you to check spelling and correct errors before entering the text into the online pre-application form.

Once you have started the pre-application online, you can choose to come back to it later if you wish. Selecting the 'Finish later' option at the bottom of each page will provide you with a link to your part-completed form, which you can bookmark or email to yourself.

Click Next to begin.

Page 2: Privacy Notice

University of Dundee - Information Governance – Data Protection

Privacy Notice – Pre-applications for PhD programmes administered by the School of Life Sciences

How we use your information

This privacy notice sets out how the University of Dundee collects, uses and protects any information that you give us during the course of submitting a pre-application for a PhD within the School of Life Sciences at the University of Dundee and the subsequent processing and assessment of your application.

Your personal data is used to:

- consider and evaluate your application for a PhD Studentship;
- contact you with any questions we may have, to offer you an interview or correspond with you concerning your application;
- engage with you and send you information on the University, the city and the experience of studying here to help you when making your decision on your future studies and place of study;
- contact you to request feedback regarding your experience with us as an applicant.
- to comply with Equality and Diversity reporting requirements of our funders and to ensure that we maintain our commitment to inclusive recruitment.

Contact methods include sending you messages by email. We will also telephone you where appropriate.

If you are successful in being offered a place on one of our programmes, we will ask you to make a formal application to the University, currently made using UCAS. Privacy statement applied to formal applications can be viewed [here](#).

For unsuccessful applicants, your data will be kept for one year/one recruitment cycle, for successful applicants, your data will be kept for the duration of the PhD Programme (a minimum period of 5 years). Following this, your data will be anonymised and kept for planning and reporting purposes only. It will not be published or used in a way that identifies you.

The University makes certain statutory disclosures of information, for example to the Higher Education Statistics Agency (HESA) and the funding councils. Your data may be used for those purposes and may also be used to report specifically to PhD Programme funders when requested.

Personal data

The application form is in two parts – Part 1 collects equality, diversity and inclusion information and Part 2 collects information about your academic record and research interests. The information collected in each part is outlined below

Part 1 - Equality, Diversity and Inclusion Questionnaire (includes Sensitive (special categories) of personal data)

The special categories of personal data requested are: ethnic origin, sexual orientation, religion or belief. We may also have information concerning any disability you disclose during your application so that we can make appropriate adjustments. This is not used when assessing your application. Should you provide special categories of personal data in response to any of our questions, please consider whether your words reveal circumstances which may identify you and whether you wish to include them. Any disclosure of special categories of personal data is at your own discretion.

Part 2 – Application Questions

The personal data normally required during application is:

- your identification details such as your full name, address, telephone numbers and email address.
- information concerning your qualifications, employment or other life experiences relevant to your application;
- names and contact details for your referees;
- anything you include in your application answers or provide to the University in support of your application.

Data controller

The data controller for your personal information is the University of Dundee.

The University uses Microsoft Office 365 as its main productivity and communications software, and Box.com for secure file sharing. Both these systems are provided in the

cloud and both providers have adopted binding corporate rules to safeguard your data.

Additionally, according to our Cookie Policy, if you accept our recommended cookie settings, we will store anonymous data about your visits to our website. If you have previously given us your personal data through a marketing or recruitment activity, we will match this data to your website visit history (using Marketo). This information helps us to understand what information you are interested in and we will use this to ensure we send you relevant information by email, or deliver website content that you are more likely to be interested in (using Aquia Lift). You can update your cookie settings at any time by clicking the cog in the bottom left corner of your screen when you access our website.

Lawful Processing

The lawful grounds for processing personal data for these purposes are normally:

- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes;
- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

The lawful grounds for processing special categories of personal data for these purposes are normally:

- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes;
- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;
- processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.

Your rights

The University respects your rights and preferences in relation to your data. If you wish to update, access, erase, or limit the use of your information, please let us know by emailing SLS-PhDAdmin@dundee.ac.uk. Please note that the University will respect your right to

prevent your information being used for marketing.

Where you wish to restrict the use of your personal data for the purposes outlined above, please note that we may need to retain some limited data to facilitate this request.

If you wish to complain about the use of your information please email dataprotection@dundee.ac.uk You may also wish to contact the Information Commissioner's Office.

Page 3: Your Pre-Application

Thank you for your interest in joining a PhD Programme or undertaking a PhD project in the School of Life Sciences at the University of Dundee. This online form is your pre-application and it will be in two parts -

Part 1 - Equality, Diversity and Inclusion Questionnaire

Part 2 - Application Questions

Part 1 of your pre-application is centered around gathering data and monitoring Equality, Diversity and Inclusion, as well helping us understand how we can support our applicants and successful students. The information you provide in Part 1 **will not** be used to determine your suitability for the PhD you are applying to. This information will only be available to selected members of the administrative staff and will only be reviewed if you are shortlisted for interview. Shortlisting will be based on the answers you provide in Part 2.

Part 2 will be used by shortlisting panels in assessing the strength of your pre-application. Here we will ask about your education, qualifications and experience. You will tell us which programme/project you are interested in, why you want to study for a PhD in the School of Life Sciences and what you can bring to the programme/project.

If you are successful in securing a place following the pre-application process, you will be asked to submit a formal application to the University of Dundee via UCAS.

Good luck!

Page 4: Part 1 - Equality, Diversity and Inclusion Questionnaire

In Part 1, we will ask you to provide information on your gender, sexuality and ethnic group, this forms part of our requirement to report on the diversity of our applicants to our PhD Programme funders as well our commitment to the University's Equality, Diversity and Inclusion Policy.

You can find out more information on the policy [here](#), as well as our statement on racism and Black Lives Matter - our commitment to all, [here](#)

In Part 1 we will also give you the chance to tell us about any challenges you have faced in your personal life which may have affected your route through education. This is to help us understand what support might be needed for our PhD interview candidates and successful students and we will take these circumstances into account if you are shortlisted.

All universities in Scotland are committed to widening access to those who have the ability and potential to benefit from higher education, irrespective of their background or economic circumstances ([Universities Scotland, UoD Widening Access Policy](#)). We believe that widening access is equally important in postgraduate education. Collecting this information helps us understand the diversity of our applicants and will help us to continually improve participation in postgraduate studies in under-represented groups.

If you do not want to tell us any of the sensitive (Special Category) data requested you can select 'Prefer not to say'.

1. Which University are you studying/did you study at? If you have attended and been awarded a degree by more than one University (e.g. if you did a BSc at one and then did a Masters at another), you can list the Universities here. Please put the most recent/current University first. Please **do not** tell us your degree or results in this section, you will have the opportunity to tell us this later. * *Required*

2. If you went to secondary school in the UK, please tell us your home postcode in your final year of school.

3. Are you the first person in your family to go to university?

- Yes
- No

3.a. If your application is successful, would you be the first person in your family to do a PhD?

- Yes
- No

4. Gender Identity * *Required*

5. Sexual Orientation * Required

6. Ethnic Background * Required

7. Religion or Belief * Required

8. Do you have a known disability? * Required

8.a. **Only if you wish to**, please give us more information about your disability.

9. Please tell us your date of birth. * Required

Dates need to be in the format 'DD/MM/YYYY', for example 27/03/1980.



(dd/mm/yyyy)

10. Please tell us which age range you are in. * *Required*

- 18-24
- 25-29
- 30-34
- 35-39
- 40-44
- 45-49
- 50-54
- 55-59
- 60-64
- 65+

We understand that routes through education are not the same for everyone. Your experience might be different to others and that might be because your personal circumstances have had a significant effect on your studies.

For example - are you/have you been a carer (unpaid) or are you care experienced? Are you/have you been a Government refugee or asylum seeker? Are you an adult returner to education, or maybe you are a single parent?

If your personal circumstances are, or have been, particularly difficult we want to give you the opportunity to tell us. We want to support you as an applicant/successful candidate and we will take these circumstances into account if you are shortlisted for interview.

11. Are there any circumstances you want to tell us about? * *Required*

11.a. Please tell us more about your circumstances here.

Page 5: Part 2 - Application Questions

Part 2 - This section captures information about your academic qualifications, experience and gives you an opportunity to tell us more about why you want to study for a PhD at Dundee. In this section, you can also highlight any extra-curricular activities and achievements you are proud of (academic or otherwise).

The information provided in this section will be used to shortlist applicants for interview. Your responses will be reviewed by a panel of academic staff to determine whether you meet the high standard expected of our PhD student intake - take time to think about your answers and check them over before you submit your application.

12. Are you applying on behalf of someone else? * *Required*

- Yes - I am applying on behalf of the applicant (e.g. as an agent)
- No - I am the applicant

12.a. If you are acting on behalf of the applicant, please provide your full name, contact details (email address and telephone number) and tell us your relationship to the applicant.

Page 6: Applicant Details

13. First Name * *Required*

14. Middle Name (if you have one)

15. Last Name * *Required*

16. Address * *Required*

17. Town * *Required*

18. Postcode * Required

19. Country * Required

20. Email Address * Required

Please enter a valid email address.

20.a. Confirm Email Address * Required

Please enter a valid email address.

21. Alternative Email address (if you have one)

Please enter a valid email address.

22. Telephone Number * Required

22.a. Alternative telephone number

23. Place of Birth * *Required*

24. Nationality (this affects eligibility for some PhD programmes) * *Required*

25. UK Residency Status * *Required*

- I am a British citizen and I will have been ordinarily resident in the UK for 3 years as of September 2021
- I am an EU citizen and have Pre-Settled or Settled Status*
- I am not in one of the above categories

*If you are awarded a studentship and you have told us you have pre-settled/settled status and then cannot provide documentation to prove your status, your studentship may be withdrawn.

Page 7: Education

In this section, please tell us about your current/most recent degree and your previous qualifications.

26. Type and title of current/most recent degree (e.g BSc Biochemistry/MSci/MRes). * *Required*

26.a. Have you been awarded your degree? * *Required*

26.a.i. When do you expect to graduate?

Dates need to be in the format 'DD/MM/YYYY', for example 27/03/1980.



(dd/mm/yyyy)

26.a.i.a. What is your anticipated result (e.g. 1st, 2.1)?

26.a.ii. When did you graduate?

Dates need to be in the format 'DD/MM/YYYY', for example 27/03/1980.



(dd/mm/yyyy)

26.a.ii.a. What was your result (e.g. 1st, 2.1)?

26.b. If you have another degree, please list it here. You should include the title and type of the degree, your result and the year you obtained this degree.

27. Please provide a summary of your other qualifications. You should tell us about the most recent ones first, please include the qualification type, subject and grade (e.g. Highers/Advanced Highers/A-Levels/HNC/HND) and the year you achieved the qualification. * *Required*

Page 8: PhD Programme

Please choose which PhD programme or project you want to apply for from the list below.

You should also check that you are eligible for the programme you are applying to and you can check your eligibility [here](#).

28. Please tell us which PhD Programme you are applying to. * *Required*

- China Scholarship Council Programme
- Marshall PhD Programme (USA)
- Self-funded/Externally sponsored
- Other

28.a. If you selected Self-funded/Externally sponsored, please provide more information.

28.b. If you selected Other, please specify:

28.c. Please tell us the name of the supervisor you would like to do your PhD with.

28.c.i. Please tell us why you have chosen to apply for this project and why you have chosen the specific supervisor above.




Page 9: Application Questions

29. Why do you want to do a PhD? Please tell us more about your decision to apply, why you want to study in Dundee and which areas of research excite you. * *Required*




30. Please tell us about any previous research experience that you have. You should include the nature of the experience/position (e.g. summer project or placement), the lab it was undertaken in, and the length of time that it lasted. You should also describe the project, including aims, approaches and outcomes, and your own contribution to it.

Please use a maximum of 300 words for each experience/placement/project you wish to tell us about. * *Required*



30.a. We understand that the various factors can impact the possibility of gaining research experience. If your ability to gain hands-on research experience has been severely impacted by factors beyond your control, please briefly explain here.



31. Our programmes promote academic excellence, with diverse student cohorts working in an inclusive environment. What personal qualities and experience will you bring to your chosen PhD Programme and the lab(s) in which you would pursue your PhD? Here we are not simply looking for academic aptitude, rather the contribution you would make to our scientific community. * *Required*

A large, empty rectangular box with a thin black border, intended for the user to write their response to question 32.

32. Please describe up to four achievements that you are proud of and would like to highlight to the panel. These can be academic or non academic achievements but we would encourage you to include at least one of each.

A large, empty rectangular box with a thin black border, intended for the user to write their response to question 32.

33. Do you have any other significant experience that you want to tell us about? This can be academic or non-academic, we aim to recruit inclusively and so if you have significant non-academic experience, you can tell us about it here. We want to encourage you to write about what is relevant to you but you could include examples of experience in presenting and sharing knowledge, collaboration/team-working skills, positions of responsibility or evidence of your commitment to activities or groups important to you.



Page 10: References

Please provide us with the names and contact details of two referees that we can get in touch with if you are shortlisted for one of our PhD programmes. You should tell us how you know the person listed e.g. lecturer.

34. Referee 1 - Name * *Required*

34.a. Email address * *Required*

Please enter a valid email address.

34.a.i. Confirm email address * *Required*

Please enter a valid email address.

34.b. Contact telephone number

34.c. Relationship to you - how do you know this referee?

35. Referee 2 - Name * Required

35.a. Email address * Required

Please enter a valid email address.

35.a.i. Confirm email address * Required

Please enter a valid email address.

35.b. Contact telephone number

35.c. Relationship to you - how do you know this referee?

Page 11: Additional Information

36. If you are successful, would you want to be able to study for your PhD part-time?

* *Required*

+ More info

36.a. What hours/days would you like to study?

37. Have you applied, or are you planning to apply, to a PhD Programme at another University? This will not affect our decision. * *Required*

38. Have you applied to do a PhD with us before?

- Yes
- No
- Prefer not to say

38.a. Which year did you apply?

39. If there is anything that you want to tell us about that hasn't been covered in the previous questions, please let us know here.

A large, empty rectangular box with a thin black border, intended for the user to provide additional information or answers to question 39. The box is currently blank.

Page 12: Pre-Application Complete!

Thank you for submitting your PhD pre-application.

The PhD Office receive a large number of applications so we may not get back to you unless you are shortlisted for interview.

If you have any questions or need to get in touch with us, please email us at sls-PhDAdmin@dundee.ac.uk
