USING THE UNIVERSITY'S ONLINE APPLICATION SYSTEM - EUCLID

A STEP BY STEP GUIDE FOR BIOLOGICAL SCIENCES PHD APPLICANTS

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 PhD application process, contact the Graduate School
grad.biol@ed.ac.uk
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1. You will need to meet the University's Postgraduate entry requirements

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

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

This guide relates to the EUCLID stage of your application
Using EUCLID

This guide will help you complete the **third stage of your application for a PhD** at the School of Biological Sciences - using the University’s online application system, EUCLID.

**YOU CAN APPLY FOR UP TO THREE PROJECTS ON ONE EUCLID APPLICATION**

- The EUCLID online application is divided into tabs
- Fields marked with an asterisk (*) must be completed

**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
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)

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'

![Image of applying page on EUCLID]

Application deadlines

How to apply
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 *

Fields marked with an asterisk (*) must be completed
2. Personal

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

Fields marked with an asterisk (*) must be completed
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*

Fields marked with an asterisk (*) must be completed
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

Fields marked with an asterisk (*) must be completed
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

Fields marked with an asterisk (*) must be completed
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)

Fields marked with an asterisk (*) must be completed
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?

Fields marked with an asterisk (*) must be completed
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 to ask us to upload on your behalf.

You cannot view references once they have been uploaded

Fields marked with an asterisk (*) must be completed
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 ➞

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

Fields marked with an asterisk (*) must be completed.
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.
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

Any other questions about the PhD application process
grad.biol@ed.ac.uk

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