



## Horizon CDT PhD Studentship Applications: Step by Step guide

### Eligibility

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Applicants must be able to demonstrate a capability to undertake and benefit from research training through to completion, to qualify for a doctorate. This normally requires an upper second class honours degree, or a combination of qualifications and/or experience equivalent to that level.

Under our funding arrangements, Horizon CDT PhD studentships are open to UK and international candidates (a strictly limited number of places available for international candidates).

For international candidates whose first language is not English an IELTS average score of 6.5 with no less than 6.0 in any element, an acceptable alternative qualification is required – see: [University of Nottingham policy on minimum English language entry requirements](#) for advice.

### Horizon CDT PhD Application Assessment Criteria

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Eligible applications are assessed by a multidisciplinary shortlisting/ interview panel, against the following criteria:

- Capability to undertake and benefit from research training through to completion, to qualify for a doctorate (This normally requires an upper second class honours degree, or a combination of qualifications and/or experience equivalent to that level).
- Evidence of prior thinking around the challenges of the Horizon Creating Our Lives in Data CDT topic focus (i.e. digital identity, personal data and data creativity within the global digital economy)
- An interest in and potential for inter-disciplinary research.
- An interest in and potential to work well with external partners.

It is therefore important that your application clearly demonstrates how you meet the above criteria. The CDT provides a *Personal Statement Form* template structured around the above criteria which you must complete and upload in your application.

## What to include in your online application

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In your application, you **must** include:

- A **Curriculum Vitae** (for candidates without a 2:1 at undergraduate degree level, you must include evidence of a combination of qualifications and/or experience equivalent to that level).
- Copies of **degree certificates/transcripts** where relevant.
- A **[Horizon CDT Personal Statement Form](#)**. Please download and complete the form and upload it with your online application. The Personal Statement is possibly the most important part of the application, where you will demonstrate how you meet assessment criteria. It must not exceed four pages in length.
- **Contact details of 2 referees** at least one of whom must be an academic - a work email address must be provided for the academic referee (not a personal email address). Please do not upload references yourself as the CDT will contact the referees directly.

Applicants do not need to identify a supervisor or include a research proposal with their application. In the Horizon CDT model, the research proposal and the supervisory team are developed during the first year. However if you are interested in a very specific area or theme, please indicate this on the **Horizon CDT Personal Statement Form**.

## Step by Step Instructions

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1. Open Nottingham Hub – <https://hub.nottingham.ac.uk> if you have difficulties try again later and/or try a different browser).
2. If you are a current or recent University of Nottingham student, please log in using your UoN username and click on **Applications**.

If you are not a current or recent UoN student, you will need to create an account: click on **Apply for a Course** and create an account (carefully noting the username/ID and password you choose). When you receive a confirmation email, simply follow the link in the email back to MyNottingham, enter your new Username and password and click **Sign In**.

3. Click on **Make/New Application**, to start your application to the Horizon CDT. Please *carefully* select the following options:
  - Select your Campus: **United Kingdom**
  - Do you think that you would be classed as an international applicant? (**Yes** or **No**)
  - Select your Course Level: **Postgraduate Research**
  - Select your Term: **2023 Academic Year**
  - In Search for a course of study, enter "**Horizon**" as a keyword and click **Search**.
  - Select **Doctor of Philosophy – Digital Economy Horizon CDT**
  - Choose **Full time** (please contact the CDT if you wish to discuss part time study)
  - Select your start date: **1st October** (please note, the programme's intensive Welcome Week begins Monday 25th September 2023 – you will therefore need to be available on that date).
4. Click **Confirm Selection**.

5. In the **Form Status** section on the right hand side of the screen, please complete the following sections (click **Save** after completing each section). Most sections are self-explanatory:
- *Personal Details*
  - *Contact & Address Detail*
  - *Passport and Visa Information* (non UK/Irish nationals only)
  - *Residency*
  - *Education Details*
  - *Research Details* - please type "Not required for CDT applications" in the *Research Topic* and *Topic Description* fields, and then click **Save** button. Research Proposals and supervisors are not required for Horizon CDT applications and information entered here will not be considered by the Shortlisting Panel. If you are interested in a specific research area, please indicate this on Personal Statement Form.
  - *Personal Statement* – leave this section **blank**, information entered here will not be considered. You **must** complete the [Horizon CDT Personal Statement Form](#) and upload it in *Supporting Documents* section. Applications without the uploaded Horizon CDT Personal Statement Form will be rejected.
  - *Additional Questions* – please answer both questions here.
  - *Work experience* - leave this section **blank**, information entered here will not be considered. Please describe any relevant work experience on your CV.
  - *References* – you **must** include contact details of 2 referees in this section, at least one of the referees must be an academic and their official work email address must be provided. Please type email addresses carefully and make sure your referees will be available to complete a reference as soon as the University contacts them. Do not tick the Declaration box and/or upload the references yourself, these will not be considered.
  - *Supporting Documents* – please upload:
    - Your **CV**.
    - A completed [Horizon CDT Personal Statement Form](#) (no more than 4 pages in length).
    - Copies of **certificates/transcripts** where relevant.
    - **Evidence of English Language qualifications** should be provided if possible unless your first language is English - an IELTS average score of 6.5 with no less than 6.0 in any element, or an acceptable alternative qualification, is required – see: [University of Nottingham policy on minimum English language entry requirements](#) for more details of acceptable evidence. If you do not have the evidence now, it will be required before you start the programme.

As stated above Research Proposals are **not** required and will not be considered if included with your application, please describe your research interests in the uploaded Personal Statement.

**Do not** upload references yourself in *Supporting Documents*. These will not be reviewed by the Shortlisting Panel. The Admissions Team will send your named referees a link to complete an online form and/or upload a reference.

6. When you have entered all the required information, click **Submit Application**.

## What happens next?

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You should receive an email from the University Admissions Team to confirm your application has been received the following working day. Please check your Spam folder if you don't receive it.

You may be requested to provide further information, please note that you will have a 1 week deadline to provide this.

Please let your referees know that the University will be contacting them shortly for a reference, and suggest they to check their Spam folder if the email does not appear in due course.

You will be informed whether you have been shortlisted for academic interview by email. For Home students this will be approximately 4 weeks after the closing date. For international students it may take longer.