

Application System Guidance Notes

These guidance notes will help you to apply for a studentship with the EPSRC IDC in Machining Science. Please email idc-machining-science@sheffield.ac.uk if you have any problems.

The first section is very straight-forward, please enter your personal details, and if you know your HESA or Unique Learner number, then do include them, though this isn't necessary.

Section A: Personal Details

Title:* ?

First / Given Name:* ?

Family Name:* ?

Middle Names: ?

Gender:* Male Female

Date of Birth:* ?

HESA Number: ?

Unique Learner Number: ?

Click to confirm that you have entered your names as they appear in your passport. This is to ensure you are able to get a student visa if you need to apply for one:

Have you previously applied for a course at The University of Sheffield?
 Yes No ?

Have you previously studied at The University of Sheffield?
 Yes No ?

For section B, please enter your correspondence and home addresses. If this changes once you are registered, you can change this easily.

Section B: Contact Details

E-mail:* ?

Confirm E-Mail:*

Changing your email address here will also change the email address you should use to login

Please enter your address(es) where you can be contacted by post from the UK at all times.

Correspondence Address ?

Address Line 1:* ?

Address Line 2:

Address Line 3:

Town / City:* ?

County / Region / Area: ?

Country:* ?

UK Post Code: (* UK only) ?

Telephone Number: ?

Alternative / Mobile Telephone: ?

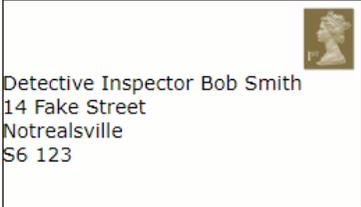
Fax Number: ?

When should we use this address to contact you?
 Always ?

From this date: ?

To this date: ?

Address Preview: ?



Home Address ?

Same as correspondence address

In section C, please detail your nationality and residency. Please note that we are unable to provide funding to non-UK or non-EU students.

Section C: Nationality and Residency

What is the country of your nationality?*

United Kingdom ?

If you have a second nationality please select the country here:

?

Which country were you born in?*

United Kingdom ?

Which country are you a permanent resident of?*

United Kingdom ?

Which region of the UK are you a resident of? *

The Wrekin

Have you been living outside of the UK during the last 3 years?*

Yes No

Have you always lived in the United Kingdom?*

Yes No

For the section on English Language, you do not need to provide a qualification if you are a UK Applicant. The English requirements for overseas applicants are:

- IELTS 7 (with no less than 6 in each component), or equivalent.

Section D: English Language

What is your first language?*

English ?

Was your previous education taught in English?*

Yes No ?

Please enter the language you were educated in:*

English ?

Please indicate if you have one of the following English language qualifications:
If you are a UK citizen please select the 'UK Applicant' option

Qualification:

Note: If you have more than one English qualification you can add additional qualifications after saving.

Please provide details of all previous degrees you have attained. You should ensure that relevant certificates and transcripts are uploaded to the application as soon as possible, as this could delay your application otherwise.

Section E: Previous Education

Higher Education Institution:*

Search Browse by country

Enter all or part of the institution name: [?](#)

Institution Name: [?](#)

Qualification:*

[?](#)

Subject:*

Search for your subject by entering all or part of your subject name below, then select it in the results list.

Search: [?](#)

Results:

Dates You Studied For This Qualification:

Start: * [?](#)

End: * [?](#)

Date of Award: [?](#)

Final Grade/Score:*

Grading System: [?](#)

Final Grade / Score: [?](#)

Level of Award:

Is this the highest qualification you have taken?

Documentary Evidence:

Please select how you will provide evidence for your qualification. You can upload scanned documents, but not text files.

Valid file formats are: **.jpg, .png, .gif, .pdf, .doc, .docx, .odf**

If your transcript runs over more than one page please paste the scanned images into an MS Word or ODF document and upload the document. You will need to present your final documents to the Admissions Service for verification before you will be allowed to register.

Final Academic Certificate* [?](#)

- I will upload my final certificate now
 No file chosen
- I will upload my final certificate later
- I will post my final certificate later
- I will not be providing this document

Final Academic Transcript* [?](#)

- I will upload my final transcript now
 No file chosen
- I will upload my final transcript later
- I will post my final transcript later
- I will not be providing this document

Final Academic Certificate Translation* [?](#)

- My certificate is in English
- I will upload my certificate translation now
 No file chosen
- I will upload my certificate translation later
- I will post my certificate translation later
- I will not be providing this document

Final Academic Transcript Translation* [?](#)

- My transcript is in English
- I will upload my transcript translation now
 No file chosen
- I will upload my transcript translation later
- I will post my transcript translation later
- I will not be providing this document

If you have any previous industrial experience, please give details of it here, along with the responsibilities and duties you held.

Section F: Relevant Employment

Start Date:* July 2013 ?

End Date: ?

Job Title / Position held:* Artistic Hairdresser ?

Name and address of employer:* Fake Hairdressing
46 Nowhere Street
Nonesuch
NS45 7EQ ?

Brief Overview of Duties (Max 4000 characters):*
I looked after 400+ cats. | ?

Save and Continue Continue Without Saving

The equal opportunities section is required for University procedures, but the only sections that can be seen by the admissions team are if you have a disability, need additional support, or have unspent criminal convictions.

Section G: Equal Opportunities

Disabilities

If you have a disability, it's important to let us know so we can make sure you get the support you need. This information is not used by departments when they consider your application.

Please tick any of the following which are appropriate to you: ?

Either:

- You do not have a disability nor are aware of any additional support requirements

Or:

- A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- Blindness or a serious visual impairment uncorrected by glasses
- Deafness or a serious hearing impairment
- Physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
- Social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- Mental health condition, such as depression, schizophrenia or anxiety disorder
- Long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- Disability, impairment or medical condition that is not listed above

If your disability means that you have additional support needs please tick here:

If you have additional support needs please provide a brief description:

Care

Please select Yes from the drop-down list below if you have spent any time living in public care as a looked after child, including:

- in local authority care and living with foster carers or in a children's home
- being 'looked after' at home under a home supervision order in Scotland

If you have not spent time in care, please select No. Please note this does not refer to time spent working in a care or healthcare setting or if you are or have been a carer for a relative.
[Please click here for more information about why we are asking for this information and how it will be used.](#)

Have you ever spent a period of time in care/in looked-after circumstances?
No

Ethnic origin

Please select the term you feel describes your ethnic origin. If none of the terms seem appropriate, select 'Other ethnic background'. If you want to withhold this information, select 'Information withheld'.
This information is treated confidentially. It is not passed on to the academic staff considering your application. We use it to keep track of the numbers of students joining us from each ethnic group. This helps us promote equality and diversity. [Details of our Equal Opportunities policy.](#)

Information withheld ?

Save and Continue Continue Without Saving

Please include details of any other Universities you have applied to.

Section H: Supplementary Information

Can you please tell us where you heard about The University of Sheffield?
Other Search Engine ?

Please provide more details, if you can
 ?

Please let us know which other UK universities (if any) you have applied to. This information will help us review the courses that we offer at the University of Sheffield:

Institution	Course Applied For
<input type="text"/>	<input type="text"/>

In section I you can add supporting documents such as a CV, or documentation of any achievements. Please add anything relating to the course, such as Final Year Projects or dissertations to the 'Course Supporting Documents' section.

Please upload any other general supporting documents to this section that are specific to yourself and your achievements (e.g. CV, personal interests or anything else you may consider relevant).

Education certificates/transcripts or English language qualifications Do not include these documents here. You should upload those documents in the respective 'English Language' and 'Education' sections.

Documents specific to a course

If you have any supporting documents specific to a course that you are applying for (for example, reasons for choosing the course, portfolio, examples of your written work) please also do not upload them here. Instead, upload them in the 'Course Supporting Documents' section in 'Course Applications'.

There is a limit of **50MB** for the total size of all documents.

We can accept the following document formats:

- **.pdf** - Adobe Portable Document Format
- **.doc .docx** - Microsoft Word Documents
- **.xls .xlsx** - Microsoft Excel Documents
- **.ppt .pptx** - Microsoft Powerpoint Documents
- **.rtf** - Rich Text Document
- **.txt** - Plain Text
- **.jpg .png .gif .tif** - Image (e.g. Scanned Documents)

Section I: Personal Supporting Documents

Document Description: File: No file chosen

When all these sections are completed, return to the overview, and complete Part 2: Course Applications

Completed Part 1

You have now completed all the required fields in this section and can now return to the overview to make your course choices.

[Return to Overview](#)

In the first section, 'Postgraduate Research Courses' please select 'Doctoral Training Course' for the qualification, Full Time, and then either EngD or PhD Machining Science, dependent on what the project you are applying for has been advertised as.

In the research topic section, please provide the title of the project as advertised. If a supervisor has not been named in the advert, then you can leave this section blank. All of our courses have a September 2019 start date currently.

For the funding section, select Yes for 'Do you know how you want to fund your studies', then select 'Scholarship or Studentship'. For details, please enter EPSRC CDT Funding, and select 'The funding has been confirmed'. Each of our projects already has funding secured, so you will not need to investigate further opportunities for funding.

Postgraduate Research Courses

Course Selection

Qualification applying for:* ?

How do you want to study?:* ?

Which Doctoral Training Course do you want to apply for?:* ?

If you know which topic you would like to research please enter it here:

?

Name of your preferred supervisor:

?

Would you consider other supervisors if your preferred supervisors are not available: Yes No

When do you wish to start your research? Month:* Year:* ?

Funding

Do you know how you want to fund your studies?:* Yes No

Please select your likely funding source*

Please note you will need to complete a scholarship application to be considered for University of Sheffield Scholarships. Details are shown in the 'Scholarship Application' section which will be visible after saving this page.

Please enter details of your funding source: ?

What stage are you at with your funding?:*

You should provide two references for your application. At least one of these should be an academic reference, for example, your personal tutor or dissertation supervisor.

References

Referee 1

Title:* ?

Full name:* ?

Address Line 1:* ?

Address Line 2:

Address Line 3:

Town / City:*

County / Region / Area:

Country:* ?

UK Post Code: ?

International Postal Code: ?

Telephone Number: ?

Fax Number: ?

E-mail: ?

Confirm E-Mail:

Time Known: Years:* Months:* ?

What is (or was) the referee's relationship to you:* ?

If you have your reference please upload it as a file below. Otherwise please select to upload or post it later.*

I will upload my reference now

No file chosen

Email my referee a link to provide my reference online ?

I will upload my reference later

I will post my reference later

My referee will post my reference later

Referee 2

Title:* ?

Full name:* ?

Address Line 1:* ?

Your supporting statement should include a brief outline of the area of interest, and you should also explain why you wish to pursue this area of research. Please also provide any supplementary information on any experience, training or skills you may have gained from your previous education or employment that relates to the project you wish to apply for.

Supporting Statement

Please select how you want to submit your statement: Upload a file Enter as text

Click browse and choose the file to upload:

No file chosen

In this section please upload any documents such as dissertation or final year project which you think will be supportive of your application.

Research Course Supporting Documents		
Description: <input type="text"/>	File: <input type="button" value="Choose file"/>	No file chosen
Description: <input type="text"/>	File: <input type="button" value="Choose file"/>	No file chosen
Description: <input type="text"/>	File: <input type="button" value="Choose file"/>	No file chosen
Description: <input type="text"/>	File: <input type="button" value="Choose file"/>	No file chosen
Description: <input type="text"/>	File: <input type="button" value="Choose file"/>	No file chosen
<input type="button" value="Save and Continue"/> <input type="button" value="Continue Without Savin"/>		

When you have completed all these sections please return to the overview, and click 'Submit Application'. This will send your application to admissions where we can process it.

Part 2: Course Applications			
Please select the courses you would like to apply for below.			
You can apply for a combined maximum of 3 taught or research postgraduate courses. After choosing each course you will see links to add references, a personal statement and upload course supporting documents.			
Each course application can be submitted separately, so if you want to apply for more than one course you can submit each application independently. You will be unable to change most of your personal details after an application has been submitted so please ensure they are correct before submission.			
<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #008000; color: white; padding: 2px;">Research Course Application</div> <div style="background-color: #008000; color: white; padding: 2px;">EngD Machining Science (Doctoral Training Course)</div> <hr/> <div>Supervisor: Bill Cat September 2019 (Full Time) Edit course details</div> <hr/> <div>Additional Questions There are additional questions for your chosen course Additional Questions</div> <hr/> <div>Referees and References</div> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Reference 1 Not entered yet</td> <td style="width: 50%; border: none;">Reference 2 Not entered yet</td> </tr> </table> <div style="text-align: right;">Enter references</div> <hr/> <div>Supporting Statement and Research Proposal Not entered yet Enter supporting statement</div> <hr/> <div>Scholarship Application Applications for central University of Sheffield scholarships for your chosen start date are now closed.</div> <hr/> <div>Course Supporting Documents No supporting documents uploaded Enter course supporting documents</div> <hr/> <div>Application Status Not submitted yet</div> <div style="text-align: right;">Submit Application Delete Application</div> </div>		Reference 1 Not entered yet	Reference 2 Not entered yet
Reference 1 Not entered yet	Reference 2 Not entered yet		
+ Add New Taught Course + Add New Research Course			

