

Advanced Therapies for Regenerative Medicine

Wellcome Trust PhD Training Programme

APPLICATION INSTRUCTIONS

Summary:

Our application process is designed to monitor and maximise diversity and inclusion. We are therefore asking you to complete two separate parts:

Part A – Application through the [King's Admissions Portal](#)

You will need to fill in certain sections on the admissions portal and upload an [ATRM Application Document 2020.xlsx](#). Please read our detailed instructions below in FULL before proceeding. This is a two-step process: (1) Application submission and (2) Document upload.

Part B – Diversity Monitoring Form

This [Diversity Monitoring Form](#) is designed to collect data on the diversity of our applicant pool. We will use it to monitor the success of our application strategy which aims to promote and support groups which are historically under-represented in academia.

Key Dates:

1 October 2020: Start working on your [ATRM Application Document 2020.xlsx](#) and contacting your referees.

1 November 2020: King's admissions portal will OPEN for application submission.

25 November 2020: **Application DEADLINE at 23:59**

2 December 2020: We must be in receipt of all letters of recommendation.

Please give your referees plenty of advance warning, two-weeks absolute minimum.

8, 9 & 10 February 2021: Interview days – please keep these days free.

We will work with all shortlisted candidates to ensure that interviews are accessible for all despite COVID19 restrictions, regardless of where you are physically located. On-site visits will be arranged if possible. You will be notified if you have been shortlisted by 26th of January 2021.

If you haven't heard from us by 26th of January, then unfortunately your application has been unsuccessful. We will update your status on the admissions portal to reflect this in due course - however there may be a delay (of up to six weeks) due to administrative constraints.

Part A – Step 1 – DETAILED INSTRUCTIONS for the King’s Apply Portal

From 1 October 2020: download this [ATRM Application Document 2020.xlsx](#) and complete it with your application details. The file is in Excel format and has three sheets: an instruction sheet and two document sheets (DOC_1 and DOC_2) for you to fill in. **Read the instructions on sheet 1 carefully.**

From 1 November 2020: the King’s Admissions portal will be open. Once it is open then please select or enter the following options in each section when prompted.

Choose a Programme

Programme Name:	Wellcome Trust PhD Training Programme in Advanced Therapies for Regenerative Medicine
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Getting Started

Are you applying via a King’s Approved Agent, King’s Partner or Study Abroad coordinator?	No
Please select a start date from the options below	September 2021

Personal Information Please complete this section.

Education Please complete this section as follows:

Education/Academic Qualifications: Fill in all the fields. Use the “Save & Add New” option to enter all of the following: your A level results (or equivalent), your Bachelor’s results (or equivalent) and your Master’s results (if you hold/ are currently enrolled in a Master’s Degree). Upload all corresponding transcripts.

Professional/Other Qualifications: Select “No”.

English Language: Choose options as applicable.

Employment History Please use this section to provide the following details:

- Include all internships or research experiences you had during your studies.
- Ensure you include the Institutions and Countries where study/employment took place.
- Include all funding, scholarships and awards you had during your studies.
- Include all publications (research articles, review articles, book chapters) you had during your studies.
- Explains any gaps of longer than one month in your education or training.

Supporting Statement In the ‘File Upload’ box, please submit a 500-word (**maximum**) statement answering the following questions: ‘*Why I wish to work in the field of stem cells and regenerative medicine and what attracts me to the programme.*’ If you exceed the word limit, only the first 500 words will be read, and this will count against your application. The same Supporting Statement will be included in the ATRM Application Document 2020.xlsx (see Part A-Step2 application).

References Please enter all your (1) first referee details and (2) second referee details. Automatically generated emails will be sent from King's admission portal to your referee requesting their letter of reference when you **submit** your application. These will only be considered by our selection panel after a first round of anonymous shortlisting.

We strongly encourage you to **notify your referees as early as possible** and ensure that they are available to upload their references when prompted before the 2nd December 2020 deadline for referee letter submission. If they encounter any difficulty, they should contact fay.minty@kcl.ac.uk.

Funding Please select option 5: "I am applying for a funding award or scholarship administered by King's College London."

Award Scheme Code or Name:	Wellcome Trust PhD Programme
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Check and Submit - Submit your application to the King's Admissions Apply Portal at this stage.

After submitting your application, you should see the following message:

You have submitted the application successfully

and will receive a confirmation email. Please contact fay.minty@kcl.ac.uk if you have any questions regarding your application.

Then move on to upload your *ATRM Application Document 2020.xlsx* into the King's Portal.

Part A - Step 2 - UPLOAD your ATRM APPLICATION DOCUMENT 2020.xlsx:

- 1. Make a note of your King's Portal application number.** To locate this, in the "Current Applications" tab of the King's Portal, click on "Wellcome Trust PhD Training Programme". Your six or seven-digit portal number will be on the top right hand-side of your Application Overview.
- 2. Save your completed ATRM Application Document 2020.xlsx as your portal number.** For example, if your portal number is 1234567, name and save your *ATRM Application Document 2020.xlsx* as *1234567.xlsx*. **Please ensure you use the 'portal number', NOT the 'King's Student Number'.**

3. Upload your document into your application on the King's Portal:

- a) In the "Current Applications" tab, click once more on "Wellcome Trust PhD Training Programme in Advanced Therapies for Regenerative Medicine".
- b) Scroll down to "Funding" and select "Yes" under "Update the funding information on your application form".
- c) Scroll down to option "6. Other". Type "King's College London" under "Organisation Name" and "Organisation Type".
- d) Select Document Category "Other". **Upload your Excel file** (do **NOT** convert it into pdf) and click "Save".

Part B – Diversity Monitoring Form

All applicants must complete this [Diversity Monitoring Form](#). It is designed to collect data on the diversity of our applicant pool so we can monitor the success of our application strategy which aims to promote and support groups which are historically under-represented in academia. The information **will not** be used to inform the outcome of your application and will be stored separately from all other application documents. When recruitment is completed, the data given on this form will be stored on a secure server, in an anonymised format. No hard copies will be kept. **Completing this form is a mandatory section of the application**, but you can choose to select "prefer not to say" throughout the form.