

MRC-University of Glasgow Centre for Virus Research PhD Programme

APPLICATION CHECKLIST AND NOTES

The purpose of this checklist is to help you ensure you complete all parts of the application and to upload all of the additional documentation that will be required for your application to be processed.

1. APPLICATION. You are required to complete the online application form via our web portal. Please note that this is a University application system and therefore there are some fields that are not applicable to this programme but still need to be populated.

- Applicants are requested to state their proposed start date. This should be 1 October 2026.
- Applicants are asked to give details of their proposed research supervisor and their proposed research title. For this programme it is not required that you have made these decisions at application stage, therefore you can either choose a name from the drop-down box or you can populate with 'N/A' (your response will not affect the scoring of your application).
- All places on the PhD programme are fully funded. Therefore, when requested to give financial details of the programme, select 'University of Glasgow Scholarship.'

2. ADDITIONAL APPLICATION FORM. All applicants must upload an additional completed Application Form, which can be downloaded from the CVR PhD Programme website. Shortlisting of candidates for interview will be based on the information in this form rather than on the other parts of your application – *if the form is not completed and uploaded your application cannot be considered*. The form aims to reduce the impact of unconscious bias on recruitment, and for this reason we ask that in the form you only provide the information requested. Information that is not relevant at this stage of assessment, including your name, gender, ethnicity and nationality, and the names of the institutions where you trained, *should not be included in this form*. You will be asked to provide some of this information in other parts of the application process, but this will not be disclosed to the panel until after shortlisting. Your demographic information will be held separately and will be used only for administrative purposes.

3. CV/RESUME. Please upload an up-to-date CV/resume, which will be considered if you are shortlisted for interview. This should be no more than one A4 page in length.

4. COVER LETTER. You will be prompted to provide a cover letter by the admissions portal, which will be provided to the interview panel if you are shortlisted for interview. Please use this to summarise your relevant experience and your reasons for applying for this specific PhD programme. The letter should be no more than one A4 page in length.

5. DEGREE CERTIFICATE. If you have already graduated and you have your degree certificate(s), please upload a scanned colour copy of the original documents, and an official English translation if required. If you are currently awaiting

your degree certificate, we will require a copy of this before we are able to enrol you on the programme.

6. ACADEMIC TRANSCRIPTS. Please upload a copy of your full academic transcripts to date as a scanned colour copy of the original documents, and an official English translation if required.

7. PASSPORT. Please upload a scan of the photo page of your passport.

8. REFEREES. Include the name, email address and institution of two chosen referees. The first individual should have knowledge of your academic ability from your most recent study/employment, and the second should have knowledge of your academic or professional ability. Names of your academic referees should be indicated on the online application form.

Referees should submit their references to cvr-phdprogramme@glasgow.ac.uk stating the applicant name and the CVR PhD programme on the reference letter as well as:

- how they know applicant,
- how long they have known applicant,
- any characteristics applicant has that would make a good PhD student

References, which should be signed and on headed paper, must be received by 6 January 2026.

9. ENGLISH LANGUAGE PROFICIENCY. All non-UK candidates whose first language is not English must provide a certificate of proficiency in the English Language before they are able to matriculate at the University of Glasgow: <https://www.gla.ac.uk/international/englishlanguage/requirements> / (details in the section: College of Medical, Veterinary & Life Sciences).

Please note that evidence of English language proficiency is not required at the point of application. It is only necessary to provide evidence of English language proficiency if you are offered a place on the Programme, in order to meet University of Glasgow matriculation requirements.