Step by step guide for applicants:

1. Look at the available projects on offer

2. Discuss with your careers department and/or current supervisor about your CV and how to complete your application to give you the best chance of being successful

3. Ensure your referees are aware that you are applying so they have plenty of time to organise the reference for your application.

4. Read through the application form before you begin to fill it in so you know what is being asked of you.

5. Read your application and/or ask others to read it too before you submit it to make sure you have made it as clear and detailed as possible. This will help the marking panel if they have all the information they need to hand.

6. You must include a fully completed application form, a CV (no more than 2 sides of A4) and a transcript of module marks.

7. When you submit your application to the bbdtp@nottingham.ac.uk please make sure you have put the correct information in the subject line so the DTP staff can identify it easily. You must also **copy your referees in to this email** so they are aware you have submitted it. This will also remind them that they need to complete their reference if they haven't already done so.

8. Once your application has been received you will receive an email to acknowledge receipt of this. If we have already received your references and your application is complete you will be informed of this too. Until you receive the '*completed application*' email from us your application remains incomplete and as such will not be submitted for consideration.

9. It is your responsibility to chase up referees and ensure that these are submitted by the deadline as late references **will not be accepted** and your application **will not be submitted for consideration.**

10. We will send an email out to remind all referees who have not submitted references on Tuesday 15 December. The deadline for all references to be received is **noon on Thursday 17 December. No references will be accepted after this date**

11. You will be informed on Friday 15 January 2016 if your application is successful and you will be invited to attend an interview. You will also be informed if you are unsuccessful.

12. Interviews will be held from Monday 25 January to Friday 5 February 2016.

13. If you need any further help or information please contact bbdtp@nottingham.ac.uk

and finally - GOOD LUCK!