



### Postgraduate Application System Guidance Notes

These guidance notes will help you to apply for a PhD with Integrated PGDip studentship with the UKRI Centre for Doctoral Training in Speech and Language Technologies (SLT) and their Applications hosted in the Department of Computer Science at the University of Sheffield.

If you have any questions please email [slctdt-enquiries@sheffield.ac.uk](mailto:slctdt-enquiries@sheffield.ac.uk)

#### Entry Requirements

Applicants should have, or be expecting to obtain, a minimum 2.1 first degree or master's degree in a relevant discipline as well as evidence of mathematics and computer programming experience.

Suitable backgrounds are:

- Computer Science
- Engineering
- Linguistics
- Mathematics
- Physics
- Psychology

All candidates from countries not classed as [majority native English speaking countries](#) must submit a valid IELTS Academic test score as evidence of fluency in English. This must have been taken no earlier than two years before the course start date. You will not need to provide this if you are a UK applicant or have recently successfully completed (certificate received) a first degree or master's degree in a [majority native English speaking country](#).

#### Supporting Documents

You should include the following supporting documents:

- **Proof of your previous degree(s)** including your degree certificate and official academic transcripts. If these documents are not written in English, please include an official translation.
- **Two academic references** which include their personal opinion of your ability to undertake postgraduate research. If you have been out of education for the last two years, you can send at least one academic reference and, if relevant, a reference from a current or previous employer.
  - References should be on headed paper and signed by the referee. It is preferred that you upload a PDF of the reference to your application. If this is not possible, you can send a link to your referee(s) to upload their statement directly. If you choose to do this, it is your responsibility to ensure they are uploaded by the referee before the application deadline. Your application cannot be reviewed without them.
- **Supporting statement.** This programme is more than a 'standard' PhD. Please state clearly what specifically attracts you to the CDT in SLT (in particular how this relates to your academic background and career plans). If possible, identify the main research area(s) that interest you and/or your academic objectives and the reasons behind them.
- **CV**

**It is important to upload all of your supporting documents at the time of submitting your application, as without these we are unable to make a decision on your application.**

### Section A: Personal Details

You will need to enter your personal details in this section. If you know your HESA or Unique Learner number, then please include them, although 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 ?

### Section B: Contact Details

Please enter your email address and correspondence/home addresses. These can be updated if they change once you are registered at the University.

**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: ?



Dr John Smith  
 Regent Court  
 Sheffield  
 S1 4DP

**Home Address** ?

Same as correspondence address



### Section C: Nationality and Residency

Please detail your nationality and residency – this will determine your fee status.

**Please note that the funding we provide is typically for 'home' students only. For further details of our funding requirements, please see here: <https://slt-cdt.ac.uk/apply/>**

#### 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? \*

Sheffield

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

Save and Continue    Continue Without Saving

### Section D: English Language

All candidates from countries not classed as [majority native English speaking countries](#) must submit a valid IELTS Academic test score as evidence of fluency in English. This must have been taken no earlier than two years before the course start date. You will not need to provide this if you are a UK applicant or have recently successfully completed (certificate received) a first degree or master's degree in a [majority native English speaking country](#).

Our English Language requirements for overseas applicants are IELTS 7.5 overall, with no less than 7.0 in each component.

#### Section D: English Language

What is your first language?\*

English

Was your previous education taught in English?\*

Yes  No

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: UK Applicant

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

Save and Continue    Continue Without Saving



### Section E: Previous Education

Please provide details of all previous degrees you have attained. You should ensure that relevant degree certificates and transcripts are uploaded to your application, as we are unable to make a decision without these.

#### 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:**

Please tick here if this is this the highest qualification level 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.

<p><b>Final Academic Certificate**</b> <a href="#">?</a></p> <p><input checked="" type="radio"/> I will upload my final certificate now</p> <p><input type="button" value="Choose file"/> No file chosen</p> <p><input type="radio"/> I will upload my final certificate later</p> <p><input type="radio"/> I will post my final certificate later</p> <p><input type="radio"/> I will not be providing this document</p>	<p><b>Final Academic Transcript**</b> <a href="#">?</a></p> <p><input checked="" type="radio"/> I will upload my final transcript now</p> <p><input type="button" value="Choose file"/> No file chosen</p> <p><input type="radio"/> I will upload my final transcript later</p> <p><input type="radio"/> I will post my final transcript later</p> <p><input type="radio"/> I will not be providing this document</p>
<p><b>Final Academic Certificate Translation*</b> <a href="#">?</a></p> <p><input checked="" type="radio"/> My certificate is in English</p> <p><input type="radio"/> I will upload my certificate translation now</p> <p><input type="button" value="Choose file"/> No file chosen</p> <p><input type="radio"/> I will upload my certificate translation later</p> <p><input type="radio"/> I will post my certificate translation later</p> <p><input type="radio"/> I will not be providing this document</p>	<p><b>Final Academic Transcript Translation*</b> <a href="#">?</a></p> <p><input checked="" type="radio"/> My transcript is in English</p> <p><input type="radio"/> I will upload my transcript translation now</p> <p><input type="button" value="Choose file"/> No file chosen</p> <p><input type="radio"/> I will upload my transcript translation later</p> <p><input type="radio"/> I will post my transcript translation later</p> <p><input type="radio"/> I will not be providing this document</p>



### Section F: Relevant Employment

Detail any relevant employment/industrial experience you have had, including the responsibilities and duties you held.

**Section F: Relevant Employment**

Start Date:\*   ?

End Date:   ?

Job Title / Position held:\*  ?

Name and address of employer:\*  ?

Brief Overview of Duties (Max 4000 characters):\* 

Developing software

 ?

### Section G: Equal Opportunities

This is required for University procedures. The only sections that can be seen by the admissions team are: if you have a disability; need additional support; or have any 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?

**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.](#)**

### Section H: Supplementary Information

Please provide details of any other Universities/courses you have applied to.

**Section H: Supplementary Information**

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

Google Search  

Please provide more details, if you can



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: <input type="text" value="CV"/>	File:	<input type="button" value="Choose file"/>	CV.docx
Document Description: <input type="text"/>	File:	<input type="button" value="Choose file"/>	No file chosen
Document Description: <input type="text"/>	File:	<input type="button" value="Choose file"/>	No file chosen
Document Description: <input type="text"/>	File:	<input type="button" value="Choose file"/>	No file chosen
Document Description: <input type="text"/>	File:	<input type="button" value="Choose file"/>	No file chosen

### Section I: Personal Supporting Documents

Please add personal supporting documents such as a CV or documentation of any achievements. For any documents relating to previous courses (such as Final Year Projects or Dissertations) please upload these to the "Course Supporting Documents" section.

Save and Continue.

**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](#)



## Part 2: Course Applications

### Postgraduate Research Courses

Please select the following:

<b>Qualification applying for</b>	Doctoral Training Course
<b>How do you want to study?</b>	Full Time
<b>Which Doctoral Training Course do you want to apply for?</b>	Speech and Language Technologies CDT
<b>Preferred supervisor</b>	Prof. Thomas Hain & Prof. Rob Gaizauskas
<b>Start date</b>	September 2021
<b>Do you know how you want to fund your studies</b>	Yes
<b>Please select your likely funding source</b>	Scholarship or Studentship
<b>Please enter details of your funding source</b>	SLT CDT Funding
<b>What stage are you at with your funding?</b>	The funding has been confirmed

#### 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? \*



## References

You need to provide two academic references for your application. If you have been out of education for over two years, one reference can be from your current employer. Note: if you choose to have your referee provide their reference directly, it remains **your** responsibility to ensure they are uploaded by the referee before the application deadline. Your application cannot be reviewed without them.

### 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:\*\*

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



### Supporting Statement

Your supporting statement should include a brief outline of your research areas of interest and why you wish to pursue this area of research. This should not be a project proposal as this will be defined in collaboration with our industrial partners after you start if you are offered a place.

Please also indicate in your statement whether the UKRI eligibility criteria classify you as a home student or an international student.



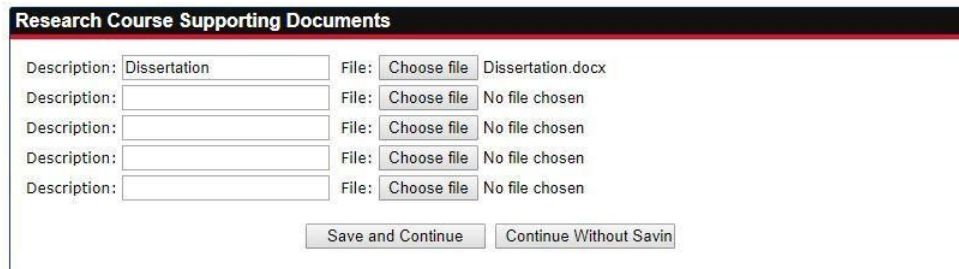
**Supporting Statement**

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

Click browse and choose the file to upload:  
 Research Proposal.docx

### Research Course Supporting Documents

Please upload documents, such as your dissertation or final year project, if you feel these will support your application.



**Research Course Supporting Documents**

Description:  File:  Dissertation.docx

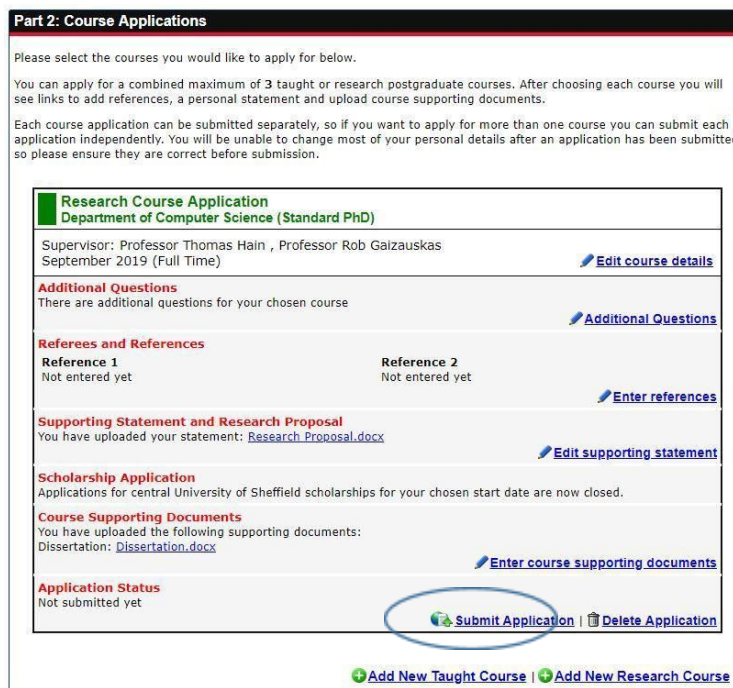
Description:  File:  No file chosen

Description:  File:  No file chosen

Description:  File:  No file chosen

Description:  File:  No file chosen

Once you are happy that you have completed all the sections, please return to the overview. Click on 'Submit Application', which will send your application to our admissions team to review.



**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.

<b>Research Course Application</b> Department of Computer Science (Standard PhD)	
Supervisor: Professor Thomas Hain , Professor Rob Gaizauskas September 2019 (Full Time) <a href="#">Edit course details</a>	
<b>Additional Questions</b> There are additional questions for your chosen course <a href="#">Additional Questions</a>	
<b>Referees and References</b>	
<b>Reference 1</b> Not entered yet	<b>Reference 2</b> Not entered yet <a href="#">Enter references</a>
<b>Supporting Statement and Research Proposal</b> You have uploaded your statement: <a href="#">Research Proposal.docx</a> <a href="#">Edit supporting statement</a>	
<b>Scholarship Application</b> Applications for central University of Sheffield scholarships for your chosen start date are now closed.	
<b>Course Supporting Documents</b> You have uploaded the following supporting documents: Dissertation: <a href="#">Dissertation.docx</a> <a href="#">Enter course supporting documents</a>	
<b>Application Status</b> Not submitted yet <a href="#">Submit Application</a> <a href="#">Delete Application</a>	

[Add New Taught Course](#) | [Add New Research Course](#)