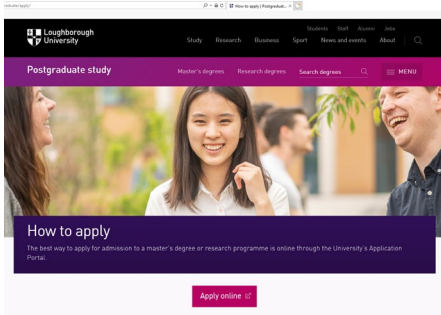
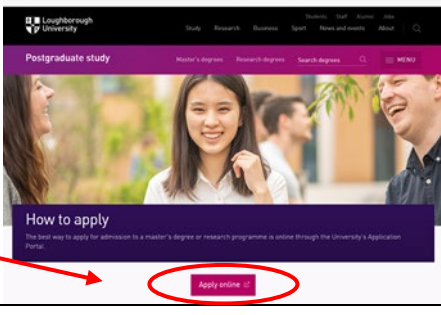


# ERBE CDT – Loughborough University Application Process ‘Crib-Sheet’

<u>Step</u>	<u>Action</u>	<u>Comments</u>
<b>1</b>	Click on the link below to access the <b>application page</b> : <a href="https://www.lboro.ac.uk/study/postgraduate/apply/">https://www.lboro.ac.uk/study/postgraduate/apply/</a>	
<b>2</b>	Select:  <b>Apply online</b>	
<b>3</b>	<b>Log in</b>  Or  <b>register</b>	<b>Application Portal Login</b>  Applying for study at any university can be a time-consuming process, so at Loughborough we offer you the chance to apply online. As well as being fast and convenient, the Apply Online Portal will allow you to: <ul style="list-style-type: none"><li>• Complete your application entirely online</li><li>• Save your application at any point and return to it later</li><li>• Track your application throughout.</li></ul> <b>Portal Login</b>  * Email <input type="text"/> * Password <input type="password"/> <input type="button" value="Login"/>  <b>Register for the Apply Online Portal</b>  Before you can submit an online application you'll need to register. It only takes a minute and will enable you to save, review and track your application as you go. <input type="button" value="Register"/>
<b>4</b>	<b>Start new application</b>	<b>Welcome to the Apply Online Portal</b>  The options on this page will give you complete control over your application from start to finish. For general information and a list of frequently asked questions about applying, see our Online Help section.  <b>I want to start a new application</b>  For all types of programme, the 10 sections of the online application process will take you about 30 minutes to complete.  If you find you need to go away and find any of the information we've asked for, or don't have the documentation to hand then don't worry, you can always save your application and return to it at a later date. <input type="button" value="Start a new Application"/>  <b>I want to track an application I've submitted</b>  The table below shows the progress of any applications you have submitted to the University. Click 'View' on the the application to view more information.
<b>5</b>	Complete personal details in <b>steps 1 &amp; 2</b> of the online application form (Ensure to <b>save and continue</b> , on each application page)	<input type="button" value="Previous"/> <input type="button" value="Save and Continue"/>

<p><b>6</b></p>	<p><b>Step 3 – * Programme type</b></p> <p>Select 'research Programme'</p>	<p>Create Application – Step 3 of 10 – Programme Type</p> <p>• Fields marked with * are compulsory • Please ensure all changes are saved by clicking the 'Save and Continue' or 'Save and Exit' buttons at the bottom of the page.</p> <p>Programme Type</p> <p>Foundation Programme UoL Level 3 Diploma in Art and Design - Foundation Studies</p> <p>Research Programmes Includes MPhil, PhD, etc.</p> <p>Taught Masters Programmes Includes MSc, MA, MRes, PGDip PGCert, etc.</p> <p>* Programme Type: Research Programme</p> <p>Exit Save and Exit Previous Save and Continue</p>
<p><b>7</b></p>	<p><b>Step 4 –</b></p> <p><b>*Campus - Select 'Loughborough'</b></p> <p><b>*Programme name – Select 'Civil and Building Engineering (Built Environment) (Full Time)'</b></p> <p><b>Study Centre - *Proposed Centre – Select EPSRC CDT Energy Resilience in the Built Environment</b></p> <p><b>Financial Support – *Are you applying to an advertised position? – Select Yes, the advertised project has funding</b></p> <p><b>*Advert Reference – ERBE19</b></p>	<p>Research Programme Selection</p> <p>For detailed information about research programmes at Loughborough University, see <a href="http://www.lboro.ac.uk/prospectus/pg/research/index.htm">http://www.lboro.ac.uk/prospectus/pg/research/index.htm</a></p> <p>* Campus: Loughborough</p> <p>* Programme Name: Civil and Building Engineering (Built Environment) (Full Time)</p> <p>Study Centre</p> <p>Proposed Centre: EPSRC CDT Energy Resilience in the Built Environment</p> <p>Financial Support</p> <p>* Are you applying to an advertised position? Yes, the advertised project has funding</p> <p>* Advert Reference: ERBE19</p>
<p><b>8</b></p>	<p><b>Steps 5 – 10</b></p> <p>Continue to complete information in respect of qualifications, work experience, referees &amp; supporting documents.</p> <p>Review &amp; submit application</p>	<p>Review and Submit</p> <p>The Application Overview shows which sections of your application may still need attention before you can submit it.</p> <p>You will not be able to submit your application until all the <input checked="" type="checkbox"/> icons have been cleared (please note that the 'Experience' section is the only section that does not require data entry).</p> <p>Even if all the sections are showing as <input checked="" type="checkbox"/> we strongly recommend you review each section of your application before you submit it.</p> <p>Data Protection</p> <p>Loughborough University requires the information on this form for the purposes of processing your application for postgraduate study. All personal information will be treated strictly in terms of the Data Protection Act 1998. Students registering with the University will be asked to read and sign a data protection statement.</p> <p><input type="checkbox"/> We may also contact you with other relevant information about Loughborough University including details of open days and other events. Please tick this box if you <b>do not</b> wish the University to contact you with this type of information.</p> <p><input type="checkbox"/> Please tick this box if you <b>do not</b> wish the University to discuss your application with a third party, such as a family member, sponsor, etc.</p> <p>Declaration</p> <p>I confirm that the information I am submitting is correct to the best of my knowledge.</p> <p>Exit Previous Submit Application</p>