

# Graduate Student Application Procedure

## *Student Version*

### Department of Psychiatry

1. **The Applicant** should identify a potential supervisor in the Department and contact them informally (by email). The supervisor should reply by informally inviting the student to email them a Research Proposal and CV.
2. **The Supervisor** will welcome informal discussions (by email or in person if local) with the student. If the supervisor is interested in supervising the student and has the space in their lab then they will encourage the student to submit a GradSaf (Online application) and inform the Education Administrator of the student's name.
3. **The Applicant** submits a **GradSaf** (£50) accompanied by their CV, research proposal, two academic references, personal reference (only for Gates applicants), academic transcripts and language test results if required.
4. **Education Administrator** receives notification of GradSaf and checks the applicant's academic qualifications, then sends all necessary application documents to the named supervisor with the initial supervisor form. This constitutes the first formal approach.
5. **The Supervisor** returns the **completed initial form** to the Education Administrator, stating whether the application is of interest to them. If the supervisor is interested, they are then sent an **interview form**.
6. **The supervisor** arranges and holds a **formal interview** with the student along with another member of the Department. The second interviewer is typically the likely co-supervisor or Advisor. The interview can be conducted by skype or phone or in person, depending on the student's location. The interview should ideally be held **within 4 weeks** of the supervisor receiving the formal application, so that students do not miss important funding deadlines. An interview is typically about 30-60 minutes. Once the interview is over and the form is completed it needs to be returned to the Education Administrator.
7. **Education Administrator** records the *Accepted* or *Rejected* decision on CamSis. If accepted, the application is passed forward to the Degree Committee to also accept and then onto the Board of Graduate Studies. If the applicant is accepted, BoGS will write to the applicant making the formal offer of a place, and setting all the necessary conditions, and finally admits the student once all the conditions have been met.

**For detailed information about what happens after you apply please visit:**

<http://www.admin.cam.ac.uk/offices/gradstud/prospec/next/>

**IMPORTANT:** Please note that there are early application deadlines for the main funding competitions, as explained in a separate table accompanying this document. Please refer to the fourth column for the 'Scholarship Application Deadline' which is the date that the GradSaf should be submitted by.