E4 DTP SUPERVISOR'S GUIDANCE TO ACCESS AND REVIEW APPLICATIONS

1. Connect to the project database GeoSciences PhD Projects (ed.ac.uk).
   If you are an external supervisor without an Ease access, see the green boxed text at the bottom of the page.

2. From the left-hand bar menu, go to "My portal".

3. If you are supervisor on several E4 projects you will be able to see all these projects listed. The "Number of applicants" on the right, shows as: *number of applicants selected for shortlisting/total number of applicants*. Click on the blue "Review" button on the far right to see the applications.

4. A list of applicants will display at the top of the page with a "Preferred" box. Scroll down to view the details of the applications.

5. Each applicant will display with a list of the application material (acronyms). If a document has been submitted under the category, the acronym will be a link marked "Review" which will allow you to either open the document in a new tab (pdf) or prompt a download (word documents and images).

   <u>List of acronyms:</u>
   [CV]: CV
   [AF]: Application form
   [UGCE]: UG degree certificate
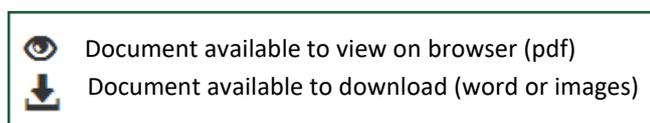   [UGTR]: UG degree transcripts
   [UGTRE]: UG degree transcripts translation
   [PGCE]: PG degree certificate
   [PGTR]: PG degree transcripts
   [PGTRE]: PG degree transcripts translation
   [Reference]: references (2)

   👁 Document available to view on browser (pdf)
   ⬇ Document available to download (word or images)

   👁 Review [AF] Application Form available
   ✖ [CV] CV not submitted

6. Once you are ready for a decision, tick the preferred box corresponding to the relevant applicant and save changes to record the decision. **Note that after you save changes, you will no longer be able to change your selection and the form will become read only.** If you need to change your selection after then, email the E4 admissions team at e4dtp.info@ed.ac.uk

7. **Nomination deadline is 15 January 2024**. All first supervisors will get a prompt via email from the E4 admissions team, as soon as possible after the application deadline of 4th January.

IMPORTANT

- Please refer to the E4 Recruitment Procedure document before nominating your preferred candidate(s) for shortlisting (specifically pages 4-6).
- Please avoid downloading the application material on your computer as they include confidential information which need to be stored in compliance with our data protection policy. If you must download application material on your computer in order to open them (word docs), **please ensure that you delete them completely and safely from your computer after a decision is reached.**
- Supervisors are responsible to provide **feedback** to candidates they do not nominate therefore any request for feedback after the nomination stage will be directed to you.
- Your applications will remain accessible until one month after the full recruitment cycle (end of April).

External Supervisors

External supervisors without an Ease access are able to view their applications via the creation of a portal linked to their professional email address (which must be the same as the one used to register as a supervisor on the project database). When connecting to the project database, click on "I don't have Ease access" and follow the guidance to set up a portal. A link will be emailed to you so you can view your applications as described above. This will be read only. **Any selection of candidates will need done by an internal supervisor (or with Ease access) or via the E4 admissions team.**