The *Unofficial* Guide for New DKFZ Ph.D. Students

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Table of Contents

Introduction .................................................................................................................. 1

First steps at the DKFZ ................................................................................................. 3
I. Division Number / Cost center ................................................................................. 3
II. Visit human resources and sign your contract ....................................................... 4
III. Administrative items ............................................................................................... 6
   a. Get your key ........................................................................................................... 6
   b. Get a Computer ID and/or VPN ........................................................................... 6
   c. Central DKFZ contact registry and websites ....................................................... 7
   d. Intranet and DKFZ mailing lists ........................................................................... 7
   e. DKFZ Casino Chip Card and/or a University Mensa Card ................................ 9
IV. Contact the Graduate Office to attend the Ph.D. briefing .................................... 10
V. Get checked by the DKFZ doctor .......................................................................... 11
VI. Organize a TAC committee .................................................................................... 11
VII. Register at a University ......................................................................................... 11

HIGS - DKFZ ................................................................................................................. 12
I. Helmholtz International Graduate School for Cancer Research .................... 12
II. The Credit Point System ......................................................................................... 14
III. The Thesis Advisory Committee .......................................................................... 15
IV. Ombudspeople ........................................................................................................ 17
V. Career Service .......................................................................................................... 18
University Matters

I. Registering vs. Matriculating
II. How to register in a Faculty of the University of Heidelberg
   a. Faculty of Biosciences
   b. Faculty of Medicine
   c. Faculty of Chemistry
   d. Faculty of Physics
III. How to matriculate in the University of Heidelberg
   a. Matriculate as a Ph.D. student
   b. Matriculate as a “Short-term student in preparation for a Ph.D.”
   c. Special note for international students
IV. The Graduate Academy of the University of Heidelberg

Ph.D. Life at the DKFZ

I. Ph.D. Student Teams
II. Major events at the DKFZ

DKFZ Building Finder

Important Contact Information
Introduction

Dear Ph.D. students,

On behalf of all Ph.D. students at the DKFZ, the members of the DKFZ Ph.D. Student Council would like to welcome you to “our” institute.

The Ph.D. Student Council is a group of six Ph.D. student representatives from the DKFZ. Members of the Ph.D. Student Council are elected by the student body at the annual plenary meeting held in October/November. Our main responsibilities are to coordinate the different Ph.D. student teams and to serve on boards as representatives of the Ph.D. student body. We also act as the official liaison between the Ph.D. student body and the administrative and scientific executive boards. Moreover, we try to foster scientific and social interaction among Ph.D. students at the DKFZ.

This pamphlet was specially prepared by the Ph.D. Student Council and supported by helpers from various Ph.D. teams. It aims to provide you with general information about the formal, organizational and social aspects of everyday life as a Ph.D. student at the DKFZ. We hope that it will ease your integration into our community and help you make a good start here.
For our international Ph.D. students with general concerns about living in Germany (e.g. insurance, taxes, housing etc.), you may find the official guide from the Office for International Staff Services useful. (Contact Ms. Heike Langlotz, Extension -2967, h.langlotz@dkfz.de)

You will find all the information included in these pamphlets on our homepage: [www.dkfz.de/en/doktorandeninitiative](http://www.dkfz.de/en/doktorandeninitiative)

There you will also find our contact addresses. Your feedback on this pamphlet and your input concerning our work is very welcome!

Your Ph.D. Student Council

[phd-student-council@dkfz.de](mailto:phd-student-council@dkfz.de)
Chapter I.

First steps at the DKFZ

Below you will find a summary of the steps you need to take within the first weeks after your arrival at the DKFZ.

All the forms mentioned here can be found on the DKFZ intranet. Just type “intranet” in the web browser of a DKFZ computer and go to the “Forms” tab. (Formularcenter). Ask a colleague or your department secretary if you don’t have access to the network or you have difficulty understanding the forms.

To call a DKFZ internal number, just use any DKFZ phone to dial the four-digit extension number. When dialing from outside, add “06221 42” before the extension number.

I. Division Number / Cost center
Aside from knowing the official name of your division, you have to memorize your division number (“Kostenstelle” or “Kst.”). This will be the central means of identifying your group and will be asked from you often. It consists of a letter, representing your Research Program (“Forschungsschwerpunkt”) and three numbers, e.g. A160, B070, D080.
II. Visit human resources and sign your contract

Go to the Human Resources (DKFZ Personal) on the 8th floor of the Main Building. If you know the HR officer in charge of your division, go to him or her directly.

Bring immediately upon first visit:

- A completed human resources form (Intranet → Forms → Human Resources → Employment → “Personalbogen.doc”). Note that your HR officer sends some forms to you in advance.
- Your German bank account information (Intranet → Forms → Human Resources → Concerning the Workplace → “Bankverbindung.doc”)
- Passport/Visa for Non-EU, National ID for EU
- Curriculum vitae
- Copies of certificates of your academic degrees (university and high school certificates). Make sure you have access to the originals as you may need these.

Submit as soon as available:

- Residence Certificate for Non-EU**
- Income Tax Card (Lohnsteuerkarte) *
- Social Security Card *
- Certification of valid Health Insurance **

The human resources department will provide you with a contract detailing the conditions of your employment.
* Please be aware, that if you have received a **stipend** (e.g. you received a fellowship via the official DKFZ Ph.D. Selection) you will be a freelancing scientist at the DKFZ. Hence, you work free from taxes or social security and have the freedom to decide whether you want to invest in a (private or public) pension scheme or in other social security funds. The human resources people can help you with further questions.

** For more information on insurance, taxes, social security, residence certificates, housing, and other practical matters regarding living in Germany, please refer to the official guide for internationals from the Office for International Staff Services. (Ms. Heike Langlotz, Extension -2967, h.langlotz@dkgz.de).
III. Administrative items

a. Get your key

All DKFZ buildings are equipped with secured electronic doors. To receive a key, fill in an application form (Intranet → Forms → Security Services → “Schlüsselausgabe.xls”). Once you receive a copy of your working contract, you can pick up a key with a chip that allows individually tailored access to the DKFZ facilities. If you plan on bringing a car to work, make sure you inform the key office to ensure you gain free access to the DKFZ parking lot.

Keys can be picked up in room H2.00.017 (Main building ground floor) daily from 9:00-11:00 AM. For more information contact Mr. Thorsten Hormann; phone: -2731.

b. Get a Computer ID and/or VPN

In the DKFZ your data is mostly stored centrally by our computer services department called “Zentrale Datenverarbeitung” (ZDV), now also known as the “IT Core Facility” (ITCF). Thus, you can access your data from every computer which is connected to the ZDV network via your Active Directory (AD) profile.

To set-up a log-in ID, get a DKFZ email address, and have access to your data you have to ask a colleague with an existing ID to help you. (Intranet → ZDV User Portal → Standard UserID → Colleague enters ID and Password → Enter your Name and Surname in the request).
The ID will be sent to you via in-house mail within 1-2 days. In case of problems contact the ZDV User administration at the ground floor of the Documentation Building (phone -2368) or Service Hotline (phone -2376).

If you want to access the DKFZ Network from outside (i.e. intranet, your data, journal articles from home), you need to apply for a VPN account at the ZDV as well. (Intranet → Forms → Core Facility Information Technology → Außenzugang zu den DKFZ IT-Ressourcen)

c. Central DKFZ contact registry and websites

Ask for help from your department secretary to register your contact info in the central DKFZ list. If your group maintains a webpage, make sure you get your information there as well.

d. Intranet and DKFZ mailing lists

You can access the Intranet from any computer within the DKFZ network. Just type “intranet” in a web browser of any DKFZ computer. The Intranet homepage is your portal to DKFZ news, events, documents and forms, services (including lab services, IT, e-mail), employee contact information, etc. Use the Mitarbeiterportal (https://logaportal2.dkfz-heidelberg.de/) to apply for seminars, courses, or vacations.
To access your DKFZ mail quickly, just type in “webmail” in the browser of any DKFZ computer. To access your DKFZ mail from any computer outside of work, type in: https://dkfzowa0.dkfz-heidelberg.de

When you register with the Ph.D. program, you will automatically be subscribed to some helpful mailing lists:

**BENCHWORKERS MAILING LIST:** Only for scientific issues, e.g. asking or answering science-related questions. Useful for sharing lab tips, methods, materials, and equipment.

**DIPDoc MAILING LIST:** General forum for Diploma, Ph.D., and Postdocs about non science-related topics e.g. special events, living in Heidelberg.

If you have questions about these two mailing lists, please write to phd-prog@dkfz.de.

**JOBS_FOR_PHD MAILING LIST:** This is another useful mailing list managed by our Career Manager, Dr. Barbara Janssens. Anyone interested in news about job opportunities or career advice, whether you are a first year student or a postdoc, can just email phd-careers@dkfz.de to be added to this list. For more information about this list, see the subsection on the Career Service in CHAPTER II. HIGS-DKFZ.
e. DKFZ Casino Chip Card and/or a University Mensa Card

The DKFZ canteens are called “Casinos”. There is a Casino in the Main Building and one in the Technology Park. Employees pay less by using DKFZ chip-cards. You can get one from the HR department for free and load it with money at the machines in the casinos.

You can use the University Cafeteria (Mensa) with a UNI-Heidelberg ID or a Mensa Card. If you do not have a UNI-Heidelberg ID, you can obtain a Mensa Card for a 5 Euro deposit in the Info-Café at the northern entrance of the Mensa (near the Theoretikum). Students pay less than regular employees so if you are a student, make sure you get the right card. They will ask for a student ID if you are getting the student Mensa card.
IV. Contact the Graduate Office to attend the Ph.D. briefing

No matter where your funding comes from or how you got into the DKFZ, you are part of the Helmholtz International Graduate School for Cancer Research (HIGS) and HAVE to contact the Graduate Office. This means that every student has to participate in a certain number of seminars, courses, and scientific events to earn credit points.

Thus, you have to attend the Introduction to the Graduate School which is conducted by our Program Manager, Dr. Lindsay Murrells, once a month (usually the first Monday). Please send an e-mail to phd-prog@dkfz.de as soon as you arrive at the DKFZ to register for the next introduction.

Graduate Office: Main Building, room H1.06.015, Phone: -2141, Email: higs@dkfz.de (Dr. Lindsay Murrells)

More details can be found in CHAPTER II: HIGS-DKFZ
V. Get checked by the DKFZ doctor

All employees have to be checked by the DKFZ medical doctor. This check-up is carried out to make sure that newcomers are medically suited for the job and to record their condition for the rare case of an accident at work. DKFZ doctors are bound to confidentiality laws.

Make an appointment: Call Andrea Kahlich, phone -2488 or -2491, rooms H2.00.018 and H2.00.019 at the ground floor of the Main Building. For those working in the Technology Park, inquire about their working hours at the satellite infirmary in the TP.

Bring the completed initial check-up form signed by your department head (Intranet → Forms → Human Resources → Employment → “Fragebogen zur Vorsorgenuntersuchung. doc”). Bring your immunization card/record too upon visiting.

VI. Organize a TAC committee
(See CHAPTER II: HIGS-DKFZ)

VII. Register at a University
(See CHAPTER III: University Matters)
I. Helmholtz International Graduate School for Cancer Research

Every Ph.D. student at the DKFZ is a member of the “Helmholtz International Graduate School for Cancer Research” Ph.D. program, irrespective of their type of funding. This means that every student has to register with the Graduate Program Office and participate in a certain number of seminars and courses as well as further scientific events, which will allow you to be awarded with credit points. Every activity and, hence the credit point history of each Ph.D. student, is documented on the legendary “Blue Sheet”. On the following page is an overview of the credit points that are required for the Ph.D. program before a Ph.D. thesis at the DKFZ can be submitted to the faculty. In order to graduate you have to collect 15 credit points in total, which can be easily achieved during your Ph.D.

Ph.D. students from another Graduate School (e.g. MathComp, HBIGS, etc.) are invited to join the Helmholtz International Graduate School (HIGS) as an associate member, in which case the rules regarding the course requirements of the primary Graduate School will apply.

Registration to the HIGS must be completed within 3 months and comprises the following:
• Register with a University Faculty. This must be done within the **first 6 weeks**. Provide the Graduate Office with a copy of your "letter of acceptance" from the Faculty of your choice (For more details about University Registration, proceed to **CHAPTER III. University Matters**)

• Organize your **Thesis Advisory Committee (TAC)** and let the TAC members sign your "Blue Sheet" (see "organize a TAC")

• To confirm that you received your contract, collect a signature from your contact at the Human Resources Department (8th floor of the main building)

To conclude the registration you need to visit the Graduate Office once you completed the above and get another signature on your "Blue Sheet." Schedule a visit by calling Heike Riehm-Geier (-3425) or e-mailing **phd-prog@dkfz.de.** The Graduate office is on the 6th floor of the Main Building (H1.06.017)

In the event that you encounter problems in completing any requirements or meeting a deadline, simply inform our Graduate Program Manager, Dr. Lindsay Murrells (**higs@dkfz.de**)
II. The Credit Point System

In order to graduate you have to collect 15 credit points to be recorded on your Blue Sheet.

15 Credit Points

<table>
<thead>
<tr>
<th>DKFZ Events</th>
<th>Free choice of how to fulfill these categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>PICR (3 CP)</td>
<td>Seminar Series (3 CP)</td>
</tr>
<tr>
<td>Ph.D. Retreat (1 CP)</td>
<td>Courses (3 CP)</td>
</tr>
<tr>
<td>Poster Presentation (1 CP)</td>
<td>Conference (1 CP)</td>
</tr>
<tr>
<td></td>
<td>Additional (3 CP)</td>
</tr>
<tr>
<td></td>
<td>- Pizza&amp;Talk Seminar</td>
</tr>
<tr>
<td></td>
<td>- Social Committees</td>
</tr>
<tr>
<td></td>
<td>- Workshops</td>
</tr>
<tr>
<td></td>
<td>- Summer Schools</td>
</tr>
</tbody>
</table>
III. The Thesis Advisory Committee

To obtain profound scientific guidance, Ph.D. students are asked to organize a Ph.D. advisory committee consisting of 3 scientists. It is one of the mandatory Ph.D. program requirements that all Ph.D. students have to prepare three reports during the course of their Ph.D. These reports are part of your Thesis Advisory Committee (TAC) meetings where you also have to present your research (results, problems and future plans) to your advisory committee and obtain feedback about the progress of your projects. During the meeting you should ask your supervisor to complete the TAC evaluation form.

<table>
<thead>
<tr>
<th>Members</th>
<th>One member needs to be your university faculty first examiner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Primary Supervisor</td>
<td>Head of your Division/Research group</td>
</tr>
<tr>
<td>2 DKFZ Scientists</td>
<td>From a different Division/Research group</td>
</tr>
<tr>
<td>3 DKFZ external Scientist</td>
<td>Non-DKFZ Scientist</td>
</tr>
</tbody>
</table>

It is also possible to have additional TAC members. Signatures on your Blue Sheet are due within 3 months of starting the Ph.D.
<table>
<thead>
<tr>
<th>Meetings</th>
<th>Content</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Within 6 months Project Proposal (Planned Research)</td>
<td><strong>Written Report:</strong> 3-5 pages, send to members 5 days prior</td>
</tr>
<tr>
<td></td>
<td>After 1-1.5 years Project Progress (Successes, Failures and Future plans)</td>
<td><strong>Oral Presentation:</strong> 20 min</td>
</tr>
<tr>
<td>2</td>
<td>After 2-2.5 years Project Progress (Successes, Failures and Future plans)</td>
<td><strong>Evaluation Form:</strong> signed (different for each meeting: <a href="http://intranet/Deutsch/FoerderKoop/PhD-Programm/Seiten/default.aspx">http://intranet/Deutsch/FoerderKoop/PhD-Programm/Seiten/default.aspx</a>)</td>
</tr>
</tbody>
</table>

Report, completed Evaluation form and Blue Sheet needs to be submitted to the Graduate Office within 1 week of your TAC.

Further information about the CP and TAC system can be obtained from the leaflet "Introduction to the HIGS for Cancer Research at the DKFZ", which is handed out together with your Blue Sheet during the briefing with Lindsay Murrells ([higs@dkfz.de](mailto:higs@dkfz.de)).
IV. Ombudspeople

In 1992, the position of the ombudsperson for Ph.D. students was instigated. The ombudspeople are elected by Ph.D. students and Diploma students at the DKFZ and confirmed by the Management Board in agreement with the Scientific Council of the DKFZ.

The ombudspeople are responsible for giving advice to Ph.D. students with specific problems related to their work at DKFZ. He/she supports Ph.D. students in cases of conflict with their supervisors. In these cases, he/she acts in an independent manner and is bound to professional discretion. Every Ph.D. student at the DKFZ is encouraged to contact an ombudsperson for support, should they require advice.

For the contact information of the current ombudspeople, please visit the DKFZ student portal website, or contact the Graduate School office.
V. Career Service

The DKFZ offers a career service for Ph.D. students, which includes personal counseling, setting up a website, and organizing workshops and seminars. The Ph.D. Career Manager is Dr. Barbara Janssens. Barbara is Belgian with a Ph.D. in molecular and cell biology from Ghent University. After a postdoc in Paris, she worked for five years as an editor at Wiley-Blackwell.

**PERSONAL COUNSELING:** Ph.D. students can schedule a personal and confidential chat with Barbara on Wednesday mornings. Different modules for this chat are possible and can be done separately (45min each):

- Orientation, Competence Profile, Work-Life
- How and where to look for professional possibilities
- CV check
- Interview preparation

Visit [http://intracoop/sites/phd-careers](http://intracoop/sites/phd-careers) or email phd-careers@dkfz.de to schedule a meeting.

**CAREER SERVICE ON FACEBOOK:** The Career Service has its own community page on Facebook which is constantly updated. You may join this group at: [https://www.facebook.com/PhDCareers](https://www.facebook.com/PhDCareers). Barbara also maintains a personal Facebook account as our Ph.D. Career Manager at: [https://www.facebook.com/phdcareers.dkfz](https://www.facebook.com/phdcareers.dkfz)
**SCIENCE AND SOCIETY:** The career office is also involved in projects that focus on science and its role in society. One can be involved and engage the public, discuss ethical issues we are faced with, and volunteer for different projects that reach out to a bigger audience.

All the information about the office can be obtained from [http://www.dkfz.de/en/career-service/Careers.html](http://www.dkfz.de/en/career-service/Careers.html)
Chapter III.

University Matters

The DKFZ is not authorized to confer Ph.D. degrees independently and so you are REQUIRED to be registered at a Faculty of a University that can grant you your Ph.D. You must do this within the first six weeks of starting. Technically you can register with any University of your choice. For convenience, most students decide to register in one of the Faculties of the University of Heidelberg (UNI-HD).

You, of course, have to complete the requirements of whichever Faculty and University you join on top of completing the Credit Point requirements of the HIGS. In German, these specific requirements to get a Ph.D. are called the “Promotionsordnung” of that Faculty.

For UNI-HD, ask your supervisor for advice regarding the Faculty where you should register as they will sometimes recommend one. This can be influenced by their Faculty of affiliation, or where your possible examiners (Gutachter) are affiliated.

The following information is specific to UNI-HD.
I. Registering vs. Matriculating

Here, “Registration” is different from “Matriculation” (also known as Enrollment or “Immatrikulation” in German).

REGISTRATION = Becoming part of a specific Faculty that will confer your degree.
MATRICULATION = Paying or enrolling in the University to be a general student

You are required to register with a University Faculty so you can get a degree, but you are not required to matriculate. Note that some non-EU students NEED to matriculate to be able to get a residence permit. (Check with your case worker at your Foreigner’s Office).

Matriculating also provides you with a lot of student benefits. You can:

- Get a student ID, which can get you discounts and special offers in many places, events, and services (e.g. for museums, shows, parties, insurance companies, banks)
- Have free transportation around Heidelberg past 7pm on weekdays and all day on weekends and holidays
- Use the University Library and Computer Center
- Live on-campus in one of the University’s dormitories or student apartments (Studentenwohnheim)
- Get an online Uni-Heidelberg account (for accessing books and journals)
- Get a Mensa Card for cheaper meals
- Get a VRN Semesterticket for 155 EUR (as of 08/2015), which is the cheapest transport subscription lasting for 6 months and allowing you to travel using all local transport over a very wide network (e.g. reaching Kaiserslautern in West Pfalz, Wissembourg in France, or Würzburg in Bavaria!)
Registration at a Faculty is free, but as of Summer Semester 2012, matriculation at UNI-HD costs 142.30 EUR per semester to cover basic university and Studentenwerk costs. Ph.D. students or “Short-term students in preparation for a Ph.D.” do NOT pay the 500 EUR tuition fee per semester.
II. How to register in a Faculty of the University of Heidelberg

You are free to choose with which Faculty you would like to register. Take into consideration your academic background, where your current supervisor is affiliated, where you would like your examiners to come from, and what additional requirements (Promotionsordnung) you are willing to accept. What matters in the end is that you fulfill the requirements of your Faculty on top of the HIGS requirements.

a. Faculty of Biosciences

Majority of students register at the Faculty of Biosciences. These are usually those who have earned a Diplom or Master in Biology, Biochemistry, Molecular Biology, Pharmacy or other natural sciences (e.g. Chemistry, Physics) and have worked on bio-related projects.

For those not holding a German degree, the certificates and qualifications you submit are first checked by the Dekanat and sent to the ZAB in Bonn, which might take 4-8 weeks. If your degrees are qualified as equivalent ("gleichwertig"), you get direct acceptance. If they are rated similar ("entspricht"), the next steps are treated on a case-by-case basis.

It is possible that you are asked to take an examination ("Kennenstandprüfung") prior to registration. This entails a GRE-like test and a general oral interview. The Graduate Office has several GRE exam study guides and textbooks you can borrow to help you prepare for this. Since a small group of students usually take the exam at the same time, it is also possible to schedule some review sessions with the other students. Just email higs@dkfz.de to inquire about preparing for this exam.
In any case, if you encounter any problems with equivalency or registration, let the DKFZ graduate office know immediately.

All detailed information and required forms can be found online at: [http://www.uni-heidelberg.de/fakultaeten/biowissenschaften](http://www.uni-heidelberg.de/fakultaeten/biowissenschaften)

To get to the Ph.D. Portal, go to Studium → Promotionen

The following documents have to be submitted to the Ph.D. office of the Faculty:

- Completed application form with signatures from your first and second examiners or "Erst- und Zweitgutachter" (Studium → Promotionen → Registration → Application form or "Annahme als Doktorand/in").
  - Your examiners have to come from the Faculty of Biosciences. Ask your supervisor and colleagues for advice and look at the list of possible examiners online (Studium → Promotionen → Forms and Links → “List of examiners biology/pharmacy.pdf”)
  - Not all supervisors can be a first examiner so ask. If your first examiner is not your direct supervisor, you have to submit the “Stellungnahme” form, also available on the same Registration page. (Studium → Promotionen → Registration → “Stellungnahme”)
  - Note that at least your first examiner must also be one of your TAC members.
- Abstract of your Ph.D. project
- Indication of the Ph.D. Program you’re attending (eg. DKFZ acceptance paper / contract / blue sheet)
- CV including basic information about your Master/Diploma thesis (duration, title, abstract)
• Official certified copies of your academic degrees or take the originals to the office in person.
  o For those holding a German University degree: “Zeugnis” and “Urkunde” or “Zweites Staatsexamen” and “Approbationsurkunde”
  o For those holding degrees from abroad: BS and MS certificates and transcripts translated to English or German and a proof of English OR German language skills.

Registration is valid only for three years, after which it has to be renewed.

Contact info for the Faculty of Biosciences:
Phone: 06221-54-5648 (Only out of opening hours)
FAX: 06221-54-4953
E-mail: dekanat-bio@urz.uni-heidelberg.de

Fakultät für Biowissenschaften, Promotionsangelegenheiten
Im Neuenheimer Feld 234, 69120 Heidelberg
5th floor, room 519
Opening hours: Tuesday and Thursday 10:00-12:00
b. Faculty of Medicine

Sometimes if your supervisor is affiliated with the Medical Faculty in Heidelberg, he/she might advise you to register there if that is fine by you.

Please make sure you register for a Dr. sc. hum. degree and NOT a Dr. med. degree, which is only for medical students.

Certificates/diplomas from foreign countries have to be checked for equivalence to the German university degrees before you can be accepted as a Ph.D. candidate by the Medical Faculty. For most countries the master’s degree is accepted as equivalent. As this procedure takes up to a few weeks, you are requested to forward certified copies of your documents to the „Promotionsbüro“ (Ph.D. office) of the Medical Faculty before coming to Heidelberg.

The Medical Faculty in Heidelberg has deadlines for the registration applications. Usually the deadlines end 3 weeks before the start of the committee meetings, where they decide on the applications. After the committee meetings, it takes approximately one week to get the committee decision on your application. It is important to note that it will take some time until you will get registered (at least a month or two, depending on the date of the closest deadline after your arrival in Heidelberg). Please, take this into consideration when planning your further steps, e.g. registration at the DKFZ Ph.D. office and/or matriculation into university.
The following documents have to be submitted to the Medical Faculty:

- Certified copies of your documents **already checked for equivalence** to the German university degrees (the pre-forwarded copies for non-Germans)
- An official statement from your supervisor
- A short Ph.D. project proposal (max. 1-2 pages)

You can check the contact information, dates for the deadlines and get other useful information here:

http://www.medizinische-fakultaet-md.uni-heidelberg.de/Promotionen

Ms. Linda Dorando is the person in charge of registration.

Phone: 06221-56-6865, Fax: 06221-56-33661
E-mail: linda.dorando@med.uni-heidelberg.de
Promotionsbüro der Medizinischen Fakultät Heidelberg
Im Neuenheimer Feld 672, 69120 Heidelberg
Opening hours: Tuesday and Thursday 9:00-12:00, Room 005
c. Faculty of Chemistry

You can also register at the Faculty of Chemistry while doing your Ph.D. at the DKFZ. In this case, a member of this faculty has to supervise your thesis. You need to make a special request if the faculty member is not the first, but only the second supervisor of the thesis.

For registration, you need to fill out a form which your supervisor has to sign. This is available on the website: http://www.chemgeo.uni-hd.de/qualifizierung/promotion/

The following documents have to be submitted to the Faculty:

- Certified copies of your diploma and pre-diploma (Master’s and Bachelor’s certificates and transcripts)
- If you did not do your master in Chemistry and in Germany: a CV and the curriculum of your studies. In this case, the faculty will examine whether the degree is equivalent to a German chemistry diploma/master degree in Chemistry. If not, an acceptance examination will be necessary (the level of knowledge in basic Chemistry will be tested).

If for some reason your thesis takes longer than three years, you have to fill out another form to extend your registration with the faculty.

Ms. Edith Weich is the person in charge of registration.

TEL: 06221-54-4844, FAX: 06221-54-4589
E-mail: edith.weich@urz.uni-heidelberg.de
Dekanat für Chemie und Geowissenschaften,
Im Neuenheimer Feld 234, 69120 Heidelberg
Opening hours: Monday to Thursday, 9:15 to 11:30
d. Faculty of Physics

Take note that the Physics Faculty has some requirements that the Faculties of Biosciences, Medicine, and Chemistry do not have. (E.g. Entrance grade requirements, Course requirements, Teaching requirements). Their Ph.D. website has all the important information.

Proceed to their official website:
http://www.physik.uni-heidelberg.de/studium/Promotion

Students who wish to register in the Faculty of Physics and Astronomy are required to download and read their general admission requirements (Doctoral Studies → Admission requirements → “Admission information”).

Ms. Elisabeth Miller and Ms. Yvette Harbers are the persons in charge of Ph.D. students.

TEL: 06221-54-9298, FAX: 06221-54-9347
E-mail: dekanat@physik.uni-heidelberg.de
Dekanat der Fakultät für Physik und Astronomie
Albert-Ueberle-Str.3-5, 2nd Floor East wing, 69120 Heidelberg
III. How to matriculate in the University of Heidelberg

UNI Heidelberg has two semesters: The Summer Semester from April 1 to September 30 and the Winter Semester from October 1 to March 31. Matriculation is usually done one month before the next semester starts, at the Central Administration building (the “Carolinum” at Seminarstr. 2 just behind University Square). All forms can be downloaded from the University Download Center.

Go to http://www.uni-heidelberg.de/studium (GERMAN VERSION)
Click on “Download” on the right hand column.

a. Matriculate as a Ph.D. student

For Germans: visit the website. Go to: Anträge und Merkblätter → Einschreibung → “Merkblatt für Neuimmmatrikulierte” for information.

For Foreigners: visit the website. Go to: Internationale Studierende → Allgemeine Informationen, Formulare und Merkblätter. Download and complete both “Antrag auf Zulassung für Doktoranden (Deutsch/Englisch)” and “Immatrikulationsbogen für ausländische Studierende- English”.

When you go to the Registration offices at Seminarstr., bring:
- The completed application form (Antrag auf Zulassung)
- The completed matriculation form (Immatrikulationsbogen)
- The acceptance letter from the Faculty you applied to
  - Proof of Health Insurance - If you have a private health insurance, you need to provide an “Exemption from Health Insurance”. This is provided for free by non-private companies like AOK and Techniker Krankenkasse. Just go to their offices with your private insurance papers
and ask for the exemption. Tell them it’s for matriculation and they will know exactly what you need.

- Certified copies of all your academic certificates and transcripts (For foreigners: High School, Bachelor’s, & Master’s certificates & transcripts in English or German)
- For Non-EU: A copy of your Passport and Visa.

b. Matriculate as a “Short-term student in preparation for a Ph.D.”

If for any reason, you cannot matriculate as a Ph.D. student yet (e.g. forms not yet evaluated by the Faculty or it’s taking too much time, still need a Kenntnisstandprüfung, still need an entrance exam, arrival mid-semester), you can still enroll as a “Short-term student in preparation for a Ph.D.”. This status only lasts for a maximum of two semesters, though, and has to be renewed after that.

To do this you have to submit everything mentioned in (a), but instead of submitting the acceptance letter from the Faculty,

1. On the last page of the application form (Antrag auf Zulassung), complete the top box where it says “Betrifft: Einschreibung an der Universität Heidelberg im Rahmen der Vorbereitung auf ein Promotionsstudium”. This has to be signed by your supervisor (Unterschrift des Betreuers).

2. Get a signed letter from your supervisor saying s/he will be directly supervising you and would like you to be enrolled as a short-term student in preparation for the Ph.D. while you complete your requirements.
c. Special note for international students

For foreign students matriculating, if you have any questions or encounter any difficulties, contact the Akademisches Auslandsamt (International Relations Office) at the Central Administration Building (the “Carolinum” at Seminarstr.2 just behind University Square).
The general Info-Room is on the ground floor. Office hours are Monday-Friday 10:00-12:00, Mon-Thurs 13:00-16:00. They also have a website: www.uni-heidelberg.de/studium/kontakt/auslandsamt

The Matriculation offices are at Rooms 22-24 and case-workers are assigned to you based on the first letter of your surname. Office hours are Monday-Friday 10:00-12:00, Mon and Thurs 13:00-15:00. TEL: 06221-54-5454. You can email them at studium@uni-heidelberg.de

If you have special concerns, talk directly to those in charge of international Ph.D. students:
Consultation: Monday-Friday 10:00-12:00, Monday and Thursday 13:30-15:30

Ms. Anna Kloppenburg
Room 30
Phone: 06221-54-3761
Email: kloppenburg@zuv.uni-heidelberg.de

Ms. Doris Treichler
Room 30
Phone: 06221-54-2182
Email: treichler@zuv.uni-heidelberg.de
IV. The Graduate Academy of the University of Heidelberg

The Graduate Academy is the central coordinating office for all services related to the advisement, professional and academic development, and financial assistance of all doctoral candidates of the University of Heidelberg.

More information about doctoral training, advising, funding, further education, and special grants can be found on their website: http://www.graduateacademy.uni-heidelberg.de/

Useful information booklets are provided by the Academy on the website: http://www.graduateacademy.uni_heidelberg.de/downloads/index_en.html

Phone: +49 6221 54 3958
E-mail: Graduiertenakademie@zuv.uni-heidelberg.de
Main office: Seminarstr. 2 (Carolinum), 1st floor, Room 135
Monday-Thursday 10-12
Monday and Thursday 13:30-15:30
Service point: Central Mensa Ground Floor (Im Neuenheimer Feld 304), Wednesday 9-12
Ph.D. Life at the DKFZ

I. Ph.D. Student Teams

The Ph.D. student teams are a vital component for every student at the DKFZ. Members of the teams organize many events that we all benefit from. The commitment of serving on one of the teams is rewarded with credit points for the HIGS program. If YOU are willing to dedicate some of your time to helping the student community, you are very welcome to contact any of the teams. Recruitment usually begins with the election of the new Ph.D. Student Council in November and continues throughout the year.

Welcome Team

The Welcome Team gives newcomers advice and provides incoming Ph.D. students with a smooth start in our scientific community. Twice a year, it organizes a tour of Heidelberg’s old town and castle as well as a social event within the HIGS Ph.D. program selection process. They accompany the applicants during the selection process and answer any questions to make it as stress-free and enjoyable as possible for the candidates.
The Welcome Team also responds to regular e-mail inquiries about being a student in the DKFZ and provides personal mentoring prior to and after arrival at the DKFZ. If questions come up, don’t hesitate to contact them (welcometeam@dkfz.de).

Retreat Team

This group of students organizes the annual Ph.D. student retreat, which is usually held in Weil der Stadt in the summertime. The retreat aims to improve scientific and personal contacts among the 70 attending Ph.D. students at the DKFZ. It is similar to a small congress where Ph.D. projects are presented either as a poster or as a short lecture. The team also organizes social and cultural events as an integral part of the retreat.

Social Events Team

The Social Events Team is responsible for organizing a variety of social events throughout the year, in which Ph.D. students can come together in a relaxed environment. These events include, but are not limited to, regular Ph.D. Happy Hours, sports tournaments, international dinners and movie nights. The team welcomes and appreciates ideas for new activities and encourages everyone to pitch in!
Party Team

Being a Ph.D. student means a lot of work... but there is more! Therefore, the Party Team organizes parties for all Ph.D. and diploma students at the DKFZ. Besides having fun and a few drinks, all Ph.D. students have the chance to meet people from other research groups at the DKFZ in a relaxed atmosphere (non-scientific discussions are strongly encouraged).

Communication Team

This team aims at enhancing the interactions within the Ph.D. community through channels such as language tandems and Ph.D. newsletter. Simultaneously, it conducts the annual Ph.D. student survey to highlight the day-to-day issues faced by Ph.D. students. The Communication Team also aims to introduce self-sustaining extra-curricular clubs like writer’s club, various sports clubs, board-gaming group, DKFZ salsa group.
At the same time, they work together with the Graduate School and Career Office to strengthen our in-house and external network alongside other research institutes in Heidelberg.

This team is also responsible for the content and layout of the webpages of the Ph.D. students’ portal and manages the Facebook group of the PhD Student Council, where we keep you up to date about planned events and our work as PhD representatives.

https://www.facebook.com/groups/DKFZphd/

Conference Team

This team mainly works on organizing the Heidelberg Forum for Young Life Scientists. This forum is an international, inter-institutional, and interdisciplinary conference in Heidelberg organized by Ph.D. student representatives from the DKFZ, the European Molecular Biology Laboratory (EMBL), the Hartmut Hoffmann-Berling International Graduate School of Molecular and Cell Biology (HBIGS), the Center for Molecular Biology Heidelberg (ZMBH), the Heidelberg Center for Biochemistry (BZH), and the Max-Planck Institute for Medical Research (MPImF).
II. Major events at the DKFZ

Here is a selection of the most prominent scientific and social events at the DKFZ worth checking out, especially by Ph.D. students:

• Joint International Journal of Cancer and Klaus Tschira Stiftung Lectureship and “Distinguished Lectures”

Four times a year, highly distinguished international researchers are invited to present their achievements as part of the Klaus Tschira Lecture Series. Outside of this series, other notable distinguished lecturers are also invited throughout the year. The DKFZ Ph.D. Student Council has established the “Ph.D. students meet prime investigators event”. This get-together is arranged as an informal discussion over coffee subsequent to the lectures. Interested students and young scientists are provided with the unique experience to interview the lecturer about his/her view on science-related topics, such as career perspectives, which is not possible in a larger auditorium. Credit points are awarded for attendance to these lectures.
CONTACT job fair

The BioContact club - founded in 2001 by Ph.D. students - organizes the yearly job fair CONTACT to bring together students, Ph.D.s and scientists with companies operating in the life-science sector and publishers and start-ups. The CONTACT also provides information about the possibilities of pursuing a career in these working fields.

The Heidelberg Grand Rounds

The Heidelberg Grand Rounds have been established as a forum to bring together basic scientists and clinicians. Distinguished experts present novel clinical and research findings and provide a comprehensive update in a selected field of oncology (e.g. leukemia or breast cancer). In addition to the high-ranking scientific and clinical presentations, the Heidelberg Grand Rounds also constitute a casual get-together, seasoned with drinks and refreshments, to
foster a lively atmosphere for continued discussion. Credit points are awarded for attendance (5 Grand Rounds = 1 Credit Point).

**DKFZ Sommerfest (Summer Party)**

The annual DKFZ summer festival is for all employees and their families to spend a sunny day in a casual and friendly atmosphere. The lab group competition, the “DKFZ Cup”, is one of the festival’s highlights. Past DKFZ Cups included fun games such as large-scale tabletop soccer, sumo-wrestling, group karaoke and balance surfing to name a few. The festival day is concluded with a lively party and concert.
Ph.D. Graduation Ceremony

Of course, we also want to celebrate with students who have made it through their Ph.D.! The Graduate Office organizes an annual Graduation Ceremony (usually in November/December) where Ph.D. students who finished within the past year are congratulated. This ceremony usually coincides with the annual DKFZ Ph.D. poster presentation, where prizes are awarded to the best research posters from students of the center.
CHAPTER V.

DKFZ Building Finder

Map from the DKFZ Website
Important buildings
Addresses & letter codes
(INF=Im Neuenheimer Feld)

- Main Building INF 280 (H)
  H1: west wing, H2: east wing

- Documentation Building INF 281 (D)

- Tierhaus/Animal Facility INF 261 (T)

- Radiology INF 260 (N)

- Applied Tumor Virology (ATV) INF 242 (A)

- Bioquant INF 267 (BQ)

- 7-Tesla INF 243 (7T)

- Technology Park 3 (TP3) INF 580 (B)

- Technology Park 4 (TP4) INF 581 (S)

- National Center for Tumor Diseases (NCT) INF 460 (NCT)

- Partner Institutions:
  Zentrum für Molekulare Biologie (ZMBH) INF 282
  Otto Meyerhof Zentrum INF 350
  University Hospital INF 410
Important Contact Information

DKFZ Emergency (DKFZ-internal): -2888

DKFZ Reception (Main building): -2777

HD Police: 110
HD Fire Department: 112
HD Ambulance: 06221-19222

Graduate Program

Graduate Program Manager
Dr. Lindsay Murrells
Phone: -2141
Email: l.murrells@dkfz.de or higs@dkfz.de
Office: H1.06.015a (Main building)

Graduate School Project Manager
Dr. Franziska Schmidt
Phone: -3290
Email: franziska.schmidt@dkfz.de
Office: H1.06.017 (Main building)

Assistant Graduate Program Manager
Evelyn Müller
Phone: -2142
Email: evelyn.mueller@dkfz.de
Office: H1.06.017 (Main building)
Graduate Program Administrator
Angela Hemker
Phone: -3426
Email: a.hemker@dkfz.de or higs@dkfz.de
Office: H1.06.017 (Main building)

Administrative Assistant:
Heike Riehm-Geier
Phone: -3425
Email: h.riehm@dkfz.de or phd-prog@dkfz.de
Office: H1.06.017 (Main building)

Career Service

Ph.D. Career Manager
Dr. Barbara Janssens
Phone: 2146
Email: b.janssens@dkfz.de or phd-careers@dkfz.de
Office: H1.06.015b (Main building)

Career Service Project Coordinator
Marion Gürth
Phone: 1762
Email: m.guerth@dkfz.de
Office: H2.06.067 (Main building)
Human Resources

International Staff Services
(Residence Permit, Insurance, Banks, Questions of daily life in Germany)
Heike Langlotz
Phone: -2967
Email: h.langlotz@dkfz.de
Office: H811 (Main building)

Guesthouse Management
Regine Müller
Phone: 2763
Email: r.mueller@dkfz.de
Office: H811 (Main building)

DKFZ Doctor

Andrea Kahlich
Phone: -2488 or -2491
Email: a.kahlich@dkfz.de
H2.00.018-019 (Ground floor, Main building, east wing)

PH.D. STUDENT COUNCIL

www.dkfz.de/en/doktorandeninitiative
phd-student-council@dkfz.de
welcometeam@dkfz.de