The Unofficial Guide for New DKFZ Ph.D. Students

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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” research center.

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 and the DKFZ Graduate Office. 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

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
Before you arrive

If you are looking for a place to stay in Heidelberg and you are facing problems to find a shared house or apartment you can get in contact with the Guesthouse administration from the DKFZ.

The DKFZ has 51 apartments available for rent (1, 2 and 3 bedroom apartments as well as rooms in shared flats). All apartments are equipped with a kitchen and bathroom. They are all fully furnished and linen and tableware are provided. The houses are all close to the main building of the DKFZ. The apartments are available for rent to all foreign guests and employees, as well as to the dependents of patients at the DKFZ. Tenancy agreements can be made for one night up to one year. It is advisable to book well in advance.

**Guesthouse Management**
Regine Müller  
Phone: 2763  
E-mail: r.mueller@dkfz.de  
Office: H811 (Main building)
Support for foreign employees

The International Staff Services office supports doctoral/PhD students from abroad, visiting scientists and researchers, postdocs and newly-appointed professors - and also their families - in the planning, preparation and realization of their stay in Heidelberg. They offer assistance for the visa and residence permit application and extension, other related legal affairs, opening a bank account and choosing health insurance. The International Staff Service is a central contact and service point which coordinates with other service facilities.

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

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 or group’s cost center (“Kostenstelle” or “Kst.”). This is the central means of identifying your group and you will often be asked for this. 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

a) If you will be paid by the DKFZ:

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.
- 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@dkfz.de).

b) If you will not be paid by the DKFZ (e.g. you have an external PhD fellowship or will be paid by the University) please fill out the “Application for access authorization for an unpaid residence at the DKFZ” and prepare all the necessary documents (information on the application). Please submit the signed document to the human resources department. You can download it here: https://intranet.dkfz-heidelberg.de/English/formularcenter/persabt/Pages/default.aspx (Antrag Zugangsberechtigung (MOV) deutsch-englisch)

Please check with the secretary of your group/division first, as she may has already done some of these steps for you.
III. Administrative items

The secretary of your group/division may already have done some of these steps for you, so please check before undertaking these yourself.

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 Einheit für Informationstechnologie/Information Technology” (ITCF). Thus, you can access your data from every computer which is connected to the ITCF network via your Active Directory (AD) profile.

To set-up a log-in ID, get a DKFZ e-mail address, and have access to your data you have to ask a colleague with an existing ID to help you. (Intranet → ITCF 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 ITCF 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 ITCF 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: webmail.dkfz.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 Master and Ph.D. 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.
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. Introduction

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 Wednesday). Please send an e-mail to phd-prog@dkfz.de as soon as you arrive at the DKFZ to register for the next introduction.

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

All new employees at DKFZ are examined and consulted by our company doctors after their employment. A questionnaire for the precautionary occupational health screening is the respective basis and has to be fulfilled, signed and sent to the Occupational Medical Service by your supervisor. This questionnaire shows e.g. the (hazardous) substances you work with, or if you are subject to certain stress (e.g. heavy lifting and carrying) etc. Afterwards there are further examinations for your health protection at regular intervals, if necessary.

You will be invited in writing to send the duly completed questionnaire.

For making appointments please contact:
Andrea Kahlich (phone: 2488)

Company doctor:
Prof. Dr. Walther Heipertz (phone: 2489)

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

VII. Register at a University
(See CHAPTER IV: University Matters)
Chapter III.

HIGS - DKFZ

I. Helmholtz International Graduate School for Cancer Research

Every Ph.D. student at the DKFZ is a member of our International Ph.D. Program, the “Helmholtz International Graduate School for Cancer Research”, 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. If you are in this situation, please mention this when you contact the Graduate Office, and they will provide you with further details.
Registration to the HIGS must be completed **within 3 months** and comprises the following:

- Submit your registration documents to a University Faulty. 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 IV. University Matters**)

- Organize your **Thesis Advisory Committee (TAC)** and get the TAC members to 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 8th floor of the Main Building (H830)

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

To ensure that your PhD project is well planned and remains on track, Ph.D. students are asked to organize a Thesis Advisory Committee (TAC) 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>Thesis Advisory Committee</th>
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</thead>
<tbody>
<tr>
<td><strong>Members</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</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</td>
<td>Project Proposal (Planned Research)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Written Report:</strong> 3-5 pages, send to members 5 days prior</td>
</tr>
<tr>
<td>2</td>
<td>After 1-1.5 years</td>
<td>Project Progress (Successes, Failures and Future plans)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Oral Presentation:</strong> 20 min</td>
</tr>
<tr>
<td>3</td>
<td>After 2-2.5 years</td>
<td>Project Progress (Successes, Failures and Future plans)</td>
</tr>
<tr>
<td></td>
<td></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.

**What do I need to prepare for my TAC meetings?**
Before each meeting you should prepare a 3-5 page report (see below) and email it to your TAC members at least 5 working days before your TAC meeting. This allows your TAC members to come to the meeting prepared and therefore makes the meeting more productive for you. You should also prepare an approximately 20 minute PowerPoint (or equivalent) presentation. In addition, you should print out the relevant TAC evaluation form (see below), and bring it to the TAC meeting.
What information should be in my TAC report and presentation?
Your TAC report should be 3-5 pages long and your presentation should last approximately 20 minutes. Both your report and presentation should summarize your results to date, additionally describe the experiments that didn’t work and most importantly state your future plans in order to complete your PhD within the allotted time. Before you write your first TAC report and presentation it is often helpful to ask other PhD students in your lab if you can take a look at their reports.

What is the format of the TAC meeting?
During the meeting you should give a presentation of your work and then you have the opportunity to discuss certain points such as your future plans in more detail. After the presentation and discussion, the supervisor should meet shortly (approximately 5 minutes) with the other two TAC members in the absence of student and vice versa. This has been implemented to give both parties the opportunities to voice any problems and to enable these to be addressed early. Don’t forget to print out the relevant TAC evaluation sheet and bring to your TAC meeting. This should be completed during your TAC by the chair of your TAC, which is usually your first supervisor.

What is the TAC evaluation form?
The TAC evaluation form is a report of the TAC meeting itself, which should be completed by the chair of your TAC (usually your first supervisor), during the TAC meeting. The form asks for comments about your written report, presentation and outlook of your PhD work. You can download these forms (a different form for each meeting) from the Graduate School intranet site (http://intranet/Deutsch/FoerderKoop/PhD-Programm). All TAC members must sign the TAC evaluation form at the end of the TAC meeting. You should also sign the evaluation form. Signed forms should be returned to the Graduate Program Office together with
your written TAC report/project proposal within one week of your TAC meeting.

**What happens if one of my TAC members is not able to attend my TAC meeting?**

You should try and arrange a date for your TAC meeting so all your TAC members can attend, however if this is not possible you should organize a separate meeting with the absent TAC member to discuss your project. This TAC member should also receive your project proposal/TAC report by e-mail and sign your completed TAC evaluation form to say that he/she is in agreement with the recommendations and comments of the other TAC members. You should make a note on the TAC evaluation form that the TAC member was not present at the meeting and include the date of your meeting with him/her.

### III. The Credit Point System

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

<table>
<thead>
<tr>
<th>15 Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>DKFZ Events</td>
</tr>
<tr>
<td>PICR (3 CP)</td>
</tr>
<tr>
<td>Ph.D. Retreat (1 CP)</td>
</tr>
<tr>
<td>Poster Presentation (1 CP)</td>
</tr>
<tr>
<td>Free choice of how to fulfill these categories</td>
</tr>
<tr>
<td>Seminar Series (3 CP)</td>
</tr>
<tr>
<td>Courses (3 CP)</td>
</tr>
<tr>
<td>Conference (1 CP)</td>
</tr>
<tr>
<td>Additional (3 CP)</td>
</tr>
<tr>
<td>- Pizza&amp;Talk Seminar</td>
</tr>
<tr>
<td>- Social Committees</td>
</tr>
<tr>
<td>- Workshops</td>
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<tr>
<td>- Summer Schools</td>
</tr>
</tbody>
</table>
The following activities are compulsory:

1. **Attend the Progress in Cancer Research (PiCR) lecture series (3 credit points)**
   These lectures cover, over a 3 year period, all the main areas of cancer research. You are encouraged to attend this lecture series throughout your time as a PhD student; however attendance of 3 semesters is obligatory. For each semester in which you attend at least 80% of the seminars you will be awarded 1 credit point (no ½ points are awarded for 50% attendance!). At the beginning of the semester you will be asked to register for this seminar and an attendance sheet will be distributed during each seminar, which you must sign.

   There are also **“Biology for Non-Biologists” and “Molecular Principles in Cancer Development”** lecture series designed for students without a background in biology. These lectures are designed to complement the Progress in Cancer Research (PiCR) lecture series by providing the background to enable a better understanding of the research presented in the PiCR lectures. As such, we will allow 80% attendance of one semester of these additional lectures to be counted in place of one of the three required semesters of the “Progress in Cancer Research” lecture series.

2. **Attend the PhD Retreat (1 credit point)**
   Every year the students of the DKFZ organize a PhD Retreat. This usually takes place in June/July and lasts 3 days. During your time at the DKFZ you are required to attend at least one PhD Retreat in which you either give a seminar or present a poster of your research work. Attendance with a talk/poster is awarded 1 credit point.

3. **Attend the PhD Poster Presentation (1 credit point)**
   Every year there is a student poster presentation at the DKFZ, usually in November/December. During your time at the DKFZ you
are required to attend and present a poster in at least one of these presentations. It is usual for students to present a poster in their second or third year, as they then have more time to obtain results. Presentation of a poster is awarded 1 credit point.

4. **Attend 2 seminar series (3 credit points)**
   During your time at the DKFZ you must attend at least 2 seminar series in which you give a presentation. This may be, for example a departmental journal club, or a seminar series organized by the university. This is can also be the normal lab meetings in which you present your experimental data to your lab colleagues. A seminar series lasts 6 months (1 semester) with at least 1 meeting per week, in which you give a presentation at least once during that period and is awarded 1.5 credit points. (The length can be adjusted according to how often the seminar takes place i.e. if a seminar series only takes place every fortnight then you would need to attend for 1 year to get the 1.5 credit points.)

5. **Attend an international conference (1 point)**
   An international conference is defined as one in which the language of the conference is English and participants from any country are allowed to attend. This may be a conference that takes place abroad, or in Germany. There are a number of international conferences taking place each year at the DKFZ, so obtaining money from your group leader to attend an international conference should not be a problem. In order to receive this credit point you must either give a talk or present a poster about your work.

6. **Scientific courses (1.5 credit points)**
   You are required to collect a minimum of 1.5 credit points through attendance of scientific courses and seminars. These can include any of our in-house courses, organized by the Further Education Department. To view a complete list of all the courses offered and to sign up for these courses, please log into the HCM-Portal on the DKFZ intranet. You are also able to gain credit points for attendance of external courses, workshops (not including the international
conference – see point 5) and summer schools, but this requires that you provide us with proof of attendance. The number of credit points awarded for each courses depends on its duration. 1 day = 0.5 credit points.

7. **Science-related courses (1.5 credit points)**
You are required to collect a minimum of 1.5 credit points through attendance of science-related courses and seminars. These can include any of our in-house courses, organized by the Further Education Department. To view a complete list of all the courses offered and to sign up for these courses, please log into the HCM-Portal on the DKFZ intranet. You are also able to gain credit points for attendance of external courses, but this requires that you provide us with proof of attendance. The number of credit points awarded for each courses depends on its duration. 1 day = 0.5 credit points.

8. **Collect 3 additional credit points**
After collecting the essential credit points, you still have 3 credit points remaining to be collected. These can be collected by attendance of any of the previously mentioned activities/courses (e.g. attending a second PhD retreat or poster presentation, a fourth PiCR lecture or additional courses or seminars). The following additional activities are also awarded credit points:

- Distinguished Lectures, Pizza&Talk seminars, ZMBH Alliance Lectures, and Grand Rounds (please collect the provided coupons – it is allowed to combine various attendance slips to reach 1CP)
- Lecture series (e.g. “Basic Principles of Biostatistics”, “Infection & Cancer”)
- Giving a talk at a Pizza&Talk seminar
• Supervision of a student in the lab, or preparing practical lab training (6 month = 1 CP)
• Organizing or helping at a conference
• Teaching (during a practical course, in the Life Science Lab or ExploLab) (1 full day = 0.5 CP)
• DKFZ events (special info over Dipdoc list)

9. Visit the Graduate Program Office after 2 years
After 2 – 2.5 years (e.g. after 3rd TAC Meeting), regardless of the number of credit points that you have collected, please visit the Graduate Program Office with your Blue Sheet and any relevant certificates to have it checked and the signatures updated by us. Please do NOT leave it until a month before you intend to defend your thesis to bring your Blue Sheet for the first time to check it, as this does not leave enough time before you hand in your thesis if something is missing!
To make an appointment please send an E-mail to h.riehm@dkfz.de (Heike)

10. Collect a final signature from the Graduate Program Office
When you start to organize your PhD defense, please bring your completed Blue Sheet so that we can provide you with the final required signature. You will then be asked to provide us with a copy and in exchange we will provide you with a certificate. The Faculty requires that you provide them with the original signed copy of your completed Blue Sheet when you register to defend your PhD.
To get the final signature on your Blue Sheet please make an appointment by sending an E-mail to l.murrells@dkfz.
IV. Ombudspeople

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

The ombudspeople are available to contact for confidential problems related to their work at DKFZ. E.g. in cases of conflict between a Ph.D. student and his/her supervisor. In these cases, the ombudsperson 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.

The Graduate Program Manager, Dr. Lindsay Murrells can also be contacted in such situation (l.murrells@dkfz.de).

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

The DKFZ Career Service aims to support all Masters, PhD students and Postdocs at the DKFZ in planning their professional future. The Career Service provides (1) personal guidance and advice, (2) career-related workshops and events and (3) expansion of the career network by following up with scientists after their stay at the DKFZ. Sharing experience with scientists in Academia, Industry and beyond is a great help to take informed decisions about one’s own career.

Career Guidance
- Career Guidance
- CV and Cover Letter review
- Personal appointments careeradvice.youcanbook.me

Career Information & Training
- Career info events (Career Days, Career Coffee/Lunch, ...)
- Seminars/Trainings (Job Applications/Interviews, Business Skills, ...)
- Heidelberg Science Career Calendar tinyurl.com/5wuerfx

Career Network
- Platform: dkfz-connect.de for current and former DKFZ scientists
- Group: linkedin.com/groups/DKFZ-Career-Network-4831669
- Page: facebook.com/phdcareers
CAREER GUIDANCE FOR DKFZ MASTERS, PHD STUDENTS & POSTDOCS

DKFZ Researchers can make a date for a personal and confidential chat of 30 or 60 minutes with a Career Advisor. Different modules are possible:

a) Orientation, Competencies, Possibilities, Career Planning (mainly with Barbara)
   → Please have a look at myidp.sciencecareers.org and bring along your questions

b) Job search, application and interview preparation (mainly with Marion)
   → You have a career plan A (and B!) and would like to discuss how to get there

Dr. Barbara Janssens: Manager since 2011. She is Belgian (PhD in molecular and cell biology from Ghent University), and after a postdoc in Paris she worked for five years as an Editor at Wiley-Blackwell.

Marion Gürth: Project Coordinator since 2013. She studied Biology at the TU Darmstadt and did her Diploma in Heidelberg.
Chapter IV.

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 submit your registration documents **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 160 EUR (as of 08/2016), 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 (as of 02/2017) per semester to cover basic university and Studentenwerk costs.
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

The majority of Ph.D. students (~70 %) register at the Faculty of Biosciences. These are usually those who have earned a Diploma 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 deanery. 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 ("Kenntnisstandprüfung") prior to registration. This entails a GRE-like biology/biochemistry subject 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 if you receive info from the Faculty that you have to pass this.
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

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)
- The Faculty of Biosciences now requires that you and your supervisor sign a doctoral degree agreement (Promotionsvereinbarung) as part of your Faculty
registration requirements. For all PhD students working at the DKFZ (regardless of whether they are a member of the Helmholtz International Graduate School for Cancer Research or another graduate program) this also needs to be stamped by the DKFZ Graduate Program office. You can download the form on the webpage of the faculty:

http://www.uni-heidelberg.de/md/bio/studium/phd/antragannahme2016.pdf

Please ask first your supervisor to sign the form and drop by the Graduate Office afterwards to collect the stamp.

As stated on the form, the signed agreement does not guarantee admission as a PhD student. You need to submit the agreement at the faculty together with the application for admission as a doctoral student.

- Official certified copies of your academic degrees or take the originals to the office in person.
  - For those holding a German University degree: “Zeugnis” and “Urkunde” or “Zweites Staatsexamen” and “Approbationsurkunde”
  - 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 for five years. The prolongation might be possible on the submission of a duly justified request to the Doctoral Committee.
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 09:00-11:00
b. Faculty of Medicine

Currently the webpage of the Medical Faculty is only in German, therefore we have included all the necessary information in here.

You have the possibility to register at the Medical Faculty Heidelberg, if your official supervisor is a member of this faculty.

If you don’t have a medical degree, please make sure that you register for a “Dr. sc. hum.” degree and NOT a “Dr. med.” or “Dr. med. dent.”, which is only for medical (dental) students.

Certificates/diplomas from foreign countries have to be checked for equivalence to the German university degrees by the ZAB in Bonn before you can be accepted as a doctoral candidate by the Medical Faculty. As this can take a few months, you are kindly requested to contact the Graduate Office as early as possible before coming to Heidelberg. Applicants from China will additionally need the APS-certificate (document-check of the German embassy). Graduates of Tongji Medical Faculty in Wuhan are exempted from providing an APS certificate. If your certificates are written in a non-Latin writing system, the Office for Doctoral Affairs requires a certified translation of your documents in English or German.

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 two 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 (only possible after your application has been accepted by the faculty).
The following documents have to be submitted to the Office for Doctoral Affairs of the Medical Faculty:

- Certified copies of your documents already checked for equivalence to the German university degrees
- Application form*
- Doctoral agreement form (that you fill out together with your official supervisor; in duplicate)
- Brief outline of the proposed dissertation (max. 1-2 pages; in duplicate)
- Copy of your passport
- Ethical approval(s) and/or animal experiments permission(s) (if required)

*By choosing the subjects for your oral examination in the Application form please note the major subject is the same as dissertation and two minor subjects have to be taken from the Subject Catalog on the homepage of the Office for Doctoral Affairs (http://www.medizinische-fakultaet-hd.uni-heidelberg.de/fileadmin/medizinische_fakultaet/Liste-Pruefungsfaecher_ab_28_07_2016.pdf). The Doctorate Committee recommends one minor in a theoretical scientific area and the other in a clinical area.

Registration is valid for five years. The prolongation might be possible on the submission of a duly justified request to the Doctoral Committee.

Please contact the Office for Doctoral Affairs of the Medical Faculty Heidelberg (Dr. Anna Shavinskaya, Ms. Sina Schäfer, Ms. Andrea Engel) if you have any questions.
You can check the contact information, dates for the deadlines and get other useful information as well as application forms for download here:
http://www.medizinische-fakultaet-hd.uni-heidelberg.de/Promotionsbuero.111446.0.html

Phone: 06221-56-6865/22709/22712, Fax: 06221-56-33661
E-mail: med.promotion@med.uni-heidelberg.de

Promotionsbüro der Medizinischen Fakultät Heidelberg
Im Neuenheimer Feld 672, 69120 Heidelberg
Opening hours: Tuesday and Thursday 9:00-11:30, 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 (optional for most PhD students)

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.

Please note that matriculation is optional for most Ph.D. students (see pg. 28/29). More detailed information about matriculating at the University can be found in the Information booklets of the Graduate Academy:


International students (see Chapter 5): [http://www.graduateacademy.uni-heidelberg.de/md/gradakad/downloads/graduate_academy_-_information_brochure_for_international_doctoral_candidates.pdf](http://www.graduateacademy.uni-heidelberg.de/md/gradakad/downloads/graduate_academy_-_information_brochure_for_international_doctoral_candidates.pdf)

a. Regular Matriculation

For Germans: visit the website. Go to: Anträge und Merkblätter → Einschreibung → “Merkblatt für Neuimmatrikulierte” 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 Seminarstraße bring:

- The completed application form (Antrag auf Zulassung)
  You can download this at: http://www.uni-heidelberg.de/imperia/md/content/studium/download/auslandsamt/zulassung_doktorand-original.pdf
- 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.

About a week or two after submitting the application form, you will receive a letter telling you the next steps to matriculate. For the matriculation you will need to complete this form:

http://www.uni-heidelberg.de/md/zentral/international/immabogen_international_dt-en.pdf

b. Matriculate as a “Short-term student in preparation for a Ph.D.” (International Ph.D. students only)

If for any reason, you cannot matriculate as a Ph.D. student yet (e.g. Faculty registration is still pending), but you need the official student status for your residence permit/funding, 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.

If they ask you for any further forms etc. these can be downloaded from:

http://www.uni-heidelberg.de/courses/download/download.html

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, Monday - Thursday 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, Monday and Thursday 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
E-mail: kloppenburg@zuv.uni-heidelberg.de

Ms. Doris Treichler
Room 30
Phone: 06221-54-2182
E-mail: treichler@zuv.uni-heidelberg.de

If the University Officers aren’t able to help you, please contact Dr. Lindsay Murrells at the DKFZ Graduate Office.

**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/](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](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 make a vital contribution to 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 organize an event, look out for the recruitment e-mails or approach the PhD student council (phd-student-council@dkfz-heidelberg.de).

Welcome Team

The Welcome Team is not only there for you at the two selection rounds a year, but is also organizing Welcome Lunches for all newcomers providing incoming Ph.D. students with a smooth start into our scientific community. After your introduction meeting with the Graduate Office you will receive an E-Mail with an invitation to join this lunch, so take this opportunity to ask about anything you want! During the selection rounds, it organizes a tour of Heidelberg’s old town and castle as well as tries to comfort you during the stressful and exciting days of the selection. 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

The Retreat Team is responsible for organizing the Ph.D. student retreat, held annually (June/July) in Weil der Stadt. 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. students have the opportunity to present their PhD projects in the form of a poster or give a short talk. The team also organizes social and teambuilding 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 communicating the ongoing events through the 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 support self-sustaining extra-curricular clubs organized by fellow students, such as hiking, salsa and various sport clubs.
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. The website and facebook pages can be found at:

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 (HBI GS), the Center for Molecular Biology Heidelberg (ZMBH), the Heidelberg Center for Biochemistry (BZH), and the Max-Planck Institute for Medical Research (MPImF). The conference takes place every 2 years.
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 party 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 party’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 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.

Of course, the celebration wouldn’t be complete without one of our legendary Ph.D. Parties (organized by the Ph.D. council and Party Team).
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)
- Zentrum für Präklinische Forschung 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
CHAPTER VI.

Important Contact Information

(If you call from outside the DKFZ you’ll need to dial +49(0)6221 42-and then the 4-number extension).

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
E-mail: l.murrells@dkfz.de or higs@dkfz.de
Office: H829 (Main building)

Graduate School Project Manager
Dr. Franziska Schmidt
Phone: -3290
E-mail: franziska.schmidt@dkfz.de
Office: H830 (Main building)

Assistant Graduate Program Manager
Evelyn Müller
Phone: -2142
E-mail: evelyn.mueller@dkfz.de
Office: H830 (Main building)
Graduate Program Administrator
Lena Hartnagel
Phone: -3426
E-mail: l.hartnagel@dkfz.de or higs@dkfz.de
Office: H830 (Main building)

Administrative Assistant:
Heike Riehm-Geier
Phone: -3425
E-mail: h.riehm@dkfz.de or phd-prog@dkfz.de
Office: H830 (Main building)

Career Service

Ph.D. Career Manager
Dr. Barbara Janssens
Phone: -2146
E-mail: b.janssens@dkfz.de or phd-careers@dkfz.de
Office: H828 (Main building)

Career Service Project Coordinator
Marion Gürth
Phone: -1762
E-mail: m.guerth@dkfz.de
Office: H832 (Main building)
Human Resources

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

**Guesthouse Management**
Regine Müller
Phone: -2763
E-mail: r.mueller@dkfz.de
Office: H811 (Main building)

**DKFZ Doctor**

Andrea Kahlich
Phone: -2488 or -2491
E-mail: 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
Credits

Updated by:

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