

## Guidelines for application to the International PhD Program of the German Cancer Research Center in Heidelberg

After you registered to the Online Application System, you will be asked to complete the following sections. Please see below for recommendations and hints.

<u>Personal data</u>	Academic history	Employment	Honours / awards	Letter of motivation
Master research	Additional research	University courses	Outside interests	First referee
Second referee	Suppl. information	Documents	Submit and preview	

Please fill in your personal data.

### Personal data:

Application no:	Address line 1*:	Country*:	
Surname:	Address line 2	Date of birth*:	Phone (work):
Middle name:	Address line 3	Nationality*:	Phone (mobile):
First name:	Address line 4	World region:	Alternative email:
Title:	Address line 5	Second nationality:	Country, I will travel from, if I am invited to attend the PhD interviews*:
Email*:	Address line 6	Phone (home)*:	

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**Please fill in your academic history and list each completed degree as a separate entry.**

**Academic history:**

Please provide details of your education, including your Bachelor and Master studies, listing each completed degree as a separate entry. Your university transcripts/certificates should be uploaded in the "Documents" section.

If you have not completed your degree then please provide the expected date of completion.

Enrolled from / to\*:   until

Name and location of University/College\*:

Country\*:

Subject area of study\*:

Name of degree in English\*:

Exact name of degree in original language (in latin characters)\*:

Grade (if known):

Grading system applied (brief explanation)\*:

Name of advisor (if applicable):

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### Employment:

Please list any additional employment, i.e. not your Master's research project or internships. Please list internships in the "Additional research" section.

Employed from / to\*:   until

Employer\*:

Activity\*:

Country\*:

Please list employments which do not include your master thesis or internships, e.g. jobs that you did during your master studies. Please give details about the activities and tasks that you performed during the employment. Create a new entry for each different job.



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**Honours, publications and awards:**

Publications:

Honours and awards:

Travel grants and scholarships:

Fellowships:

**Publications:**

Please list publications that are already published or under revision. Please do not list any publications in preparation.

**Honours and awards:**

Please only list honours and awards that are relevant to this application, e.g. awards and honours referring to your university studies or research.

**Travel grants and scholarships:**

If you received travel grants and scholarships, please list them including the date and a very short description (e.g. the content of a conference or internship for which you received a grant/scholarship).

**Fellowships:**

If you received a fellowship that is of relevance for the application (e.g. support by the German National Merit Foundation) please list them here.

**Honours, publications and awards:**

Publications:

Honours and awards:

Travel grants and scholarships:

Fellowships:

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**Letter of motivation:**

Please give a short summary of your scientific interests and future plans and explain your motivation for these. Furthermore, please provide information about why you would like to join the DKFZ. You can mention which groups you would like to work in, but you are not committed to later join only a group you mention in your motivation letter. We recommend that you do not structure this section so that it is only fixed on one group but rather keep your options open. If you are shortlisted to attend the on-site interviews you will receive a list of around 150 PhD projects, from which you can select 5. Please do not exceed 2000 characters (not words).\*

**The letter of motivation is important to help the reviewers determine if there is a mutual fit between yourself and the research projects offered at the DKFZ.**

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**Master thesis / research project:**

Start date\*:

(Expected) End date\*:

My master studies included a written master's research thesis\*:

Where did research take place\*:

Name & affiliation of research project supervisor\*:

Please provide the title and a description of your Master thesis research, or equivalent. Indicate its significance and aims and the key results and specify your contributions. If you have carried out other research prior to or after your Master, please describe it briefly in the section "Additional Research". If any work resulted in publication, please briefly mention this and provide details in the section "Honours/awards". Please do not exceed 4000 characters.\*

Fields marked with an \* are mandatory.

**Please fill in details about your master thesis. You should either write about your Master research project or (if you aren't doing a masters) a recent research project. If you are still working on the master thesis you can still explain the scientific question you are trying to address and the way in which you are/will approach the problem.**

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### Additional research experience:

From / to\*:   until

Name and location of institution\*:  Please fill in the complete name and address of the institution.

Details of qualification\*:  Please briefly outline your research experience, including information on the research topic and methods or software that you used (max. 300 words)

Grade (if applicable):

Name of advisor (if applicable):

**Please list any additional research experience, e.g. internships that are relevant for this application (e.g. lab rotations, Summer Internships etc.).**



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**University courses:**

Please list the university courses and coursework you have already completed and grades if provided. Please list the main topics of the university courses (e.g. “Principles of Molecular Biology”) and coursework (e.g. “Lab rotation in the group of XY at University Z”) you have already completed. Please do not list every lecture, but rather provide a brief overview. Please also enter details about practical trainings during your studies. Your university courses during your master studies are more important, but if you think your bachelor courses are also of importance for this application, you can also list those. Please do not exceed 750 characters.\*

**Please list the main topics of the university courses (e.g. “Principles of Molecular Biology”) and coursework (e.g. “Lab rotation in the group of XY at University Z”) you have already completed. Please do not list every lecture, but rather provide a brief overview.**

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**Outside interests:**

Please list your hobbies and social activities (e.g. services, tutor activities, or active participation in aid organisations, student organisations, political parties, churches). Please do not exceed 1000 characters.

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## Letters of Recommendation

As part of the online application form, you are asked to provide the names and contact details of **two referees**. As soon as you have entered the name and contact details of your referees we will automatically send them an email with a link, requesting that they provide us with a letter of recommendation online.

### First referee:

**The request for writing a letter of recommendation has not yet been sent.**

Please note that the request for writing a letter of recommendation on your behalf will be sent out to the indicated referee as soon as you have filled in his/her title, name, email address, affiliation and phone number, i.e. you should check the relevant email address beforehand for correctness and be sure that the referee is available (neither on holiday nor on a longer business trip) since there is no possibility for you to change your referee. By clicking "save", you agree that we will contact your referee by e-mail to request that he/she provides us with a letter of recommendation to support your application.

Name and title:

Email:

Institution:

Phone:

### Second referee:

**The request for writing a letter of recommendation has not yet been sent.**

Please note that the request for writing a letter of recommendation on your behalf will be sent out to the indicated referee as soon as you have filled in his/her title, name, email address, affiliation and phone number, i.e. you should check the relevant email address beforehand for correctness and be sure that the referee is available (neither on holiday nor on a longer business trip) since there is no possibility for you to change your referee. By clicking "save", you agree that we will contact your referee by e-mail to request that he/she provides us with a letter of recommendation to support your application.

Name and title:

Email:

Institution:

Phone:



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Once you filled in the details, an e-mail will be sent to your referee and the page will look like this:

**The request for writing a letter of recommendation was sent on 27 Mar, 2019.**  
An email with the request to write you a letter of recommendation has been sent to your referee, but they have not yet provided this. Please consider that it may take them some time to do this, but do not forget that the deadline for them to submit their letter of recommendation is 31 May, 2019.

When the referee filled in the letter of recommendation, the page will look like this:

**The request for writing a letter of recommendation was sent on 27 Mar, 2019.**  
The referee has submitted a letter of recommendation on 27 Mar, 2019.

**Note:** Please submit your application once you have completed the online form. Your letters of recommendation do not have to be submitted by your referees in order for you to submit your application.

However, please be aware that **the deadline for your referees to submit their letters of recommendation is the same as the application deadline.** Therefore, you need to make sure that you register with the online system and enter the contact details of your referees in good time, so that they have time to submit their letters before the deadline. It is your responsibility to ensure that they provide these letters in time.

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**Supplementary information:**

Your scientific background\*:

Please select the research areas (up to 5) that most closely match your preferred PhD topic area:

Research area 1\*:

Research area 2\*:

Research area 3\*:

Research area 4\*:

Research area 5\*:

Please confirm that you do not already hold a PhD title and that you are currently not enrolled in a PhD program\*:

I have previously worked, or am currently working at the DKFZ\*:

**Under “Supplementary information”, you can select up to 5 research areas that closely match your preferred PhD topic area. The research topics are designed to give us a general idea of which areas of research you are interested in and do not match with the names of our research programs (which in themselves are very interdisciplinary).**

**Please provide details if you have previously worked at the DKFZ, i.e. which division/research group you worked in including the cost center (e.g. A020) and under which supervisor. Please also include the time you were employed at the DKFZ and the type of position (e.g. internship, master thesis).**

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Proof of English\*:

TOEFL IELTS Cambridge certificate in advanced English (CAE) Degree in English or German (please provide proof) Other (please provide proof)
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Under “Proof of English”, please select the kind of English certificate that you have or if your degree was in English or German.

### Proof of English Language Skills

A language test for English is requested for all applicants **except** those coming from German-speaking countries (Germany, Austria, Switzerland), as well as native English speakers from Australia, Canada, Ireland, UK and USA. If your studies were in English, then please upload a PDF document from your University (or Director of Studies) in which this is stated and select "Degree in English" in the section "Proof of English" in the online application system.

The following proof of English is accepted:

- **TOEFL** test with a score of 95+ (internet-based), 240+ (computer-based) or 587+ (paper-based)
- **IELTS** certificate with a band score 7.0+
- Cambridge Certificate in Advanced English (**CAE**)

If you are planning to take a **TOEFL** test for your application to the Helmholtz International Graduate School for Cancer Research, you may have the results sent directly to us by quoting the DKFZ code number, **4320**, when you take the test, however if you already have the results then just upload a scanned copy of the certificate as a JPEG or PDF file of not more than 3MB.

If it is not possible to take the test in time, then you should upload a document from your university stating your English language abilities. However, it is highly advantageous to have a certificate from an official English test and without this your application may not be considered.



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How did you hear about this program\*:

- Internet
- Friends / Colleagues / Supervisor
- Social Media
- E-mail advertisement
- Career fair
- Scientific conference
- I have worked at the DKFZ before
- Poster
- Printed advertisement
- Other

**Please note down how you heard about the International PhD Program at the DKFZ. Please give details (e.g. which web portal you used). This is optional information to help us improve the visibility of our program.**



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## Documents:

The supported file format is PDF with a file size of not more than **3 MBytes**.

Please provide **certificates and transcripts with grades and scores of your university qualifications** including an **explanation of the grading system** (description of grade scale). If your academic degree or transcript is not in English or German, please provide an **official translation into English**. Please use a merged PDF for each qualification.

Please provide **proof of your English ability** as described on our [website](#) (e.g. TOEFL test certificate).

Your **high school certificate** and **master certificate/transcript** are required.

A GRE certificate is not mandatory.

Please upload the documents in **PDF** format with a **max. file size of 3 MBytes**.

Please upload your certificates and transcripts with grades and scores and include an **explanation of the grading system**, e.g. by describing the grade scale. If your academic degree is not in English or German, please provide an official translation into English.

Please provide **proof of your English ability** as described before.

### High school certificate:

You can submit the original high school certificate. Possibly later, if you are offered a position after the selection process, an English translation of the certificate is required to register with a faculty. If you have difficulties in obtaining your high school certificate, you should upload an explanation why you cannot upload it. This explanation will then be taken into consideration during the evaluation process of your application.

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## Submit and Preview

In this section, you can preview your application. Please do not forget to submit your application before the application deadline. You will find a submit button at the bottom of the page **only** if all mandatory information is filled in. If any of the categories is red this means that this category is mandatory and you have to complete the information or upload a document in order to be able to submit your application.

**GOOD LUCK FOR YOUR APPLICATION  
TO THE INTERNATIONAL PHD PROGRAM!**

