

The Unofficial Guide For New DKFZ PhD Students



Disclaimer

This document is not an official publication of the DKFZ, but an informal guide that has been compiled over several years by doctoral researchers of the DKFZ, coordinated by the PhD Council members. As such, the DKFZ cannot be held responsible for the accuracy of its content. For any inquiries about this handbook, please contact the current PhD Council (phd-council@dkfz.de).

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Introduction

Dear Doctoral Researchers,

On behalf of all doctoral researchers at the DKFZ, the members of the DKFZ PhD Council would like to welcome you to “our” research center.

The PhD Council is a group of doctoral researcher representatives from the DKFZ, elected by all DKFZ doctoral researchers in October/November of every year. Our main responsibilities are to coordinate the different PhD teams and to serve as representatives of the doctoral researchers. We also act as the official liaison between the doctoral researchers and the administrative and scientific executive boards. Moreover, we try to foster scientific and social interaction among doctoral researchers at the DKFZ.

This booklet was prepared by the PhD Council and supported by various PhD teams. It aims to provide general information about the formal, organizational, and social aspects of everyday life as a doctoral researcher at the DKFZ. We hope that it will ease your transition into our community and help you to get off to a good start at the DKFZ!



Upper- From L to R: Paul, Elisabeth, Mislav
Lower- From L to R: Ezgi, Francesca, Millie

For further information please visit our homepage:
<https://www.dkfz.de/en/career/international-phd-program/life-as-a-dkfz-phd-student>

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

Your PhD Council 2026

phd-council@dkfz.de



Chapter I.

Before you arrive

If you are looking for accommodation in Heidelberg, here are a few suggestions:

- Contact your future group members for their tips/advice on where to search
- Check out this guide from Heidelberg University: <https://backend.uni-heidelberg.de/en/documents/wie-finde-ich-eine-unterkunft-in-heidelberg-how-to-find-accommodation-in-heidelberg/download>
- Contact the Welcome Office: <https://intranet.dkfz.de/en/artikel/welcome-office-fuer-einen-guten-start-am-dkfz>

If you are facing problems finding a shared house or apartment, you can get in contact with the DKFZ Guesthouse administration. The DKFZ has 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, linens and tableware are provided. The guesthouses 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, as places are very limited.

Guesthouse Management

Andrea Wallner

phone: +49 6221 42 2763

email: andrea.wallner@dkfz-heidelberg.de

Support for doctoral researchers from abroad

The International Staff Services office supports doctoral researchers from abroad, visiting scientists, 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)

Heike Langlotz

phone: +49 6221 42 2967

email: **InternationalStaffServices@dkfz.de**

office: H811 (DKFZ main building)

DKFZ PhD Buddy Network

The aim of the PhD Buddy Network program is to help new doctoral researchers to get started in Heidelberg and at the DKFZ. It is a network committed to help newcomers settle in and to ensure the transition into starting out in Heidelberg is as smooth as possible. No one knows better than us how challenging these first steps can be! If you have any questions or would like to be matched with a buddy, please reach out to the PhD Program Office.

PhD Program Office

email: **phd@dkfz.de**

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” (<https://intranet.dkfz.de/en/>) in the web browser of a DKFZ computer and go to the “Forms” tab (*Formularcenter*). Ask a colleague or your department secretary if you do not have access to the network and need assistance with setting up remote access or if you face difficulties 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 should 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 it. It consists of a letter, representing your research program (“*Forschungsschwerpunkt*” or “*FSP*”) and three digits, e.g. A160, B070, D080.

II. Visit Human Resources and sign your contract

The Human Resources department (*Personalabteilung*) is on the 8th floor of the main building. If you will be employed by the DKFZ, the HR officer in charge of your division will contact you before your start at the DKFZ to inform you about the following steps and necessary documents etc. HR will provide the contract detailing the conditions of your employment.

If you have any concerns about your contract, please do not hesitate to inquire with your HR representative about the details. It might also be beneficial to reach out to and discuss it with other PhD fellows.

If you will not be paid by the DKFZ (e.g. you have an external PhD fellowship or will be paid by the University) the secretary of your group/division will fill out an “Application for access authorization for an unpaid residence at the DKFZ”. You will then need to review it and sign it.



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, your group/division secretary or your PhD supervisor should submit an electronic application via the DKFZ Identity Management System (<https://idm.dkfz.de/>). Once your contract has started (or a few days after the key request has been submitted), you can pick up a key with a chip that allows individually tailored access to the DKFZ facilities.

Keys can be picked up in room H2.00.017 (DKFZ main building, ground floor) daily from 9:00 to 11:00. For more information, please contact Thorsten Hormann; phone: -2731.

b. Computer ID and/or VPN

At the DKFZ your data is mostly stored centrally by our computer services department, ITCF (Information Technology Core Facility). Thus, you can access your data from every computer which is connected to the ITCF network via your Active Directory (AD) profile.

An account is created for you once HR enters your contract into their system. A letter is then sent to your division/group via in-house mail. The user account and your email are linked, and you cannot get one without the other. You may use the user ID to login into your DKFZ computer.

ITCF User Administration

email: itservice@dkfz.de

phone: -2376

offices: ground floor of the DKFZ Documentation Building

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 -> Services -> Forms ITCF -> External access to DKFZ IT resources)

c. Central DKFZ contact registry and websites

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

d. Intranet, Email and DKFZ mailing lists

You can access the intranet from any computer within the DKFZ network. Just type "intranet" (<https://intranet.dkfz.de/en/>) in a web browser of any DKFZ computer. The intranet homepage is your portal to DKFZ news, events, documents and forms, services, employee contact information, etc. Use the *Employee Portal* (<https://mitarbeiterportal.dkfz.de/login-ldap/loga3>) to check your personal data or apply for vacation.

You can also check the notice board for regular updates on available housing listings posted by DKFZ employees, as well as furniture sales: <https://intranet.dkfz.de/en/aktuelles/bill-board#>.

You'll probably wish to set up your DKFZ email in Outlook (or a similar email program) on your own DKFZ computer, but initially or to access your

DKFZ mail quickly, you can use any internet browser to access your email account: Just type in “webmail” in the browser of any DKFZ computer, or to access your DKFZ mail from any computer outside of work, type in: **webmail.dkfz.de**. If you want to use webmail outside of the DKFZ firewall, you’ll need to set up two-factor identification. The IT Core Facility has information about this on their Wiki (<https://itcfwiki.inet.dkfz-heidelberg.de/>).

When you register with the PhD Program, you will automatically be subscribed to some helpful mailing lists:

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

DIPDOCS: General forum for all DKFZ doctoral researchers. Information from the PhD Program, events, seminars, special offers etc... This mailing list can be used to advertise or seek accommodation, but not for other buying and selling. For this, please use the electronic notice boards (see (d) above).

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

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 cash 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.

f. DKFZ Jobticket

DKFZ will partially contribute to the cost of the Deutschlandticket-Job, which normally costs 59.85 € per month/monthly subscription (as of 01.2026). For more details please see: <https://intranet.dkfz.de/en/mein-arbeitsplatz/organisatorisches/info-a-z/translate-to-english-benefits-fuer-mitarbeitende/jobticket>. Please note that in some cases, it might be better to obtain a DeutschlandCard/Semester Ticket using your student ID instead (see chapter IV (i))

IV. Contact the PhD Program Office to attend the PhD Introduction Meeting

No matter where your funding comes from or how you got into the DKFZ, you will become a member of the DKFZ International PhD Program and you should therefore contact the PhD Program Office at the beginning of your PhD, or shortly before you start. The PhD Program provides a framework for your PhD, including scientific mentoring through your Thesis Advisory Committee meetings and providing you with access to dedicated courses, scientific events and other resources.

When you start at the DKFZ you will attend an introduction meeting to the PhD Program, which is conducted by our Program Manager, Dr. Lindsay Murrells, approximately once a month. Please send an email to **phd-prog@dkfz.de** as soon as you arrive at the DKFZ or shortly before to register for the next introduction and you'll receive further details.

More details can be found in **Chapter III: DKFZ International PhD Program**

V. Health check-up

All new employees at DKFZ are examined and consulted by our company physicians after their employment. A questionnaire for the precautionary occupational health screening is the respective basis and has to be completed, signed and sent to the Occupational Medical Service by your supervisor (they receive this form by email a week or two after you arrive). This questionnaire includes 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. In case after couple of months you still have not been contacted, please reach out to HR.

For appointments (after you have received an email) please call: -2488

Company physician

Dr. Michael Dietz (phone: -2489)

Chapter III.

DKFZ International PhD Program

I. DKFZ International PhD Program

Every doctoral researcher at the DKFZ is a member of the DKFZ International PhD Program, irrespective of their type of funding. This means that every doctoral researcher needs to register with the PhD 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 doctoral researcher, is documented on the legendary “**Blue Sheet**”. On the following page you will find an overview of the credit points that are required before a PhD thesis at the DKFZ can be submitted to the faculty at the end of your PhD. In order to graduate you have to collect 15 credit points in total which can be easily achieved during your PhD.

DKFZ doctoral researchers from another PhD program (e.g. MathComp, HBIGS, etc.) are invited to additionally join the DKFZ International PhD Program. If you are in this situation, please mention this when you contact the PhD Program Office, and they will provide you with further details. Should you be a member of another graduate school and NOT wish to also participate in the DKFZ International PhD Program, then you still need to contact the PhD Program Office at the beginning of your PhD to officially opt out of the program.

Registration to the PhD Program must be completed **within 3 months** and comprises the following:

- **Submit your registration documents to a university faculty.** This must be done within the **first 6 weeks**. Provide the PhD Program 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**)
- You and your PhD supervisor should read and sign the **DFKZ Doctoral Supervision Policy Agreement**. The signed hard copy should be returned to the PhD Program Office **within 3 months** of starting your PhD. The policy and forms can be found on the PhD Program intranet pages.
- Organize your **Thesis Advisory Committee (TAC)** and ask the TAC members to sign your "Blue Sheet" (see "organize a TAC") **within the first 3 months** of starting.

To conclude the registration, you need to visit the PhD Program Office once you complete the above and get another signature on your Blue Sheet. Schedule a visit by calling Heike Riehm-Geier (-3425) or emailing **phd-prog@dkfz.de**. The PhD Program Office is on the 1st floor of the DKFZ Documentation Building (D138d).

In the event that you encounter problems in completing any requirements or meeting a deadline, please inform Heike at: **phd-prog@dkfz.de**

II. The Thesis Advisory Committee

To ensure that your PhD project is well planned and remains on track, doctoral researchers are asked to organize a Thesis Advisory Committee (TAC) consisting of at least three scientists. It is one of the mandatory PhD Program requirements that all doctoral researchers complete a minimum of three TACs during the course of their PhD. These include preparing the TAC Report in advance and presenting your results, challenges and future plans in the TAC meetings to your advisory committee and obtain feedback about the progress of your projects.

Thesis Advisory Committee		
	Members	One member needs to be your university faculty first examiner
1	Primary Supervisor	Head of your Division/Research group
2	DKFZ Scientist	From a different Division/Research group
3	DKFZ external Scientist	Non-DKFZ Scientist
<p>It is also possible to have additional TAC members. Signatures on your Blue Sheet are due within 3 months from starting the PhD.</p>		

	Meetings	Content	Requirements
1	Within months	Project proposal (planned research)	Written Report: 3 - 5 pages, sent to members 5 days prior Oral Presentation: 20 min Evaluation Form: signed (different for each meeting; these can be downloaded from the PhD intranet pages)
2	After 1 - 1.5 years	Project progress (successes, failures and future plans)	
3	After 2 - 2.5 years	Project progress (successes, failures and future plans)	
Report and completed evaluation form need to be submitted to the PhD Program Office within 10 days of your TAC meeting.			

What do I need to prepare for my TAC meetings?

Before each meeting, you should fill in the TAC report form and email it to your TAC members one week before your TAC meeting. This allows your TAC members to come to the meeting prepared and therefore makes the meeting more productive for you. There is a different form for each TAC meeting and these may be downloaded from the PhD Program intranet site. You should also prepare an approximately 20-minute PowerPoint (or equivalent) presentation.

What information should be in my TAC report and presentation?

Both your report and presentation should summarize your results to date, additionally describe the experiments that did not work and most importantly state your future plans in order to complete your PhD within the allotted time.

What is the format of the TAC meeting?

During the meeting you give a presentation of your work and discuss certain aspects, such as your future plans, in more detail. After the presentation and discussion, the supervisor should meet shortly with the other TAC members in your absence and *vice versa*. This gives 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 it along to your TAC meeting.

What is the TAC feedback form?

The TAC feedback form is a report of the TAC meeting itself, which is completed by you after the meeting in discussion with your PhD supervisor. The form asks for comments about your written report, presentation and outlook of your PhD work. The TAC feedback forms (a different form for each meeting) may be downloaded from the PhD Program intranet site. You should then send the feedback form to your TAC members and ask them to confirm that the comments are what was discussed and agreed upon during the meeting and/or correct or add additional comments. You should also sign the evaluation form. Signed forms (including any email confirmations) should be returned to the PhD Program Office together with your TAC report as hard copies within 14 days of your TAC meeting.

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

Try to 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 TAC documents and sign your completed TAC feedback form to confirm that they agree with recommendations and

comments. Make a note on the TAC feedback form that the TAC member was not present at the meeting and include the date of your meeting with them.

III. The PhD Program

All new members of the DKFZ International PhD Program should participate in the PhD Initial Course within the first few months of starting their PhD. If you have been selected through one of the PhD Selections, this Initial Course forms a compulsory part of the PhD Program for you.

The PhD Initial Course, which takes place three times per year, is a great way to get to know the research, resources and infrastructure at the DKFZ as well as other doctoral researchers from all different DKFZ groups/divisions and the DKTK/NCT partner sites who started their PhD at around the same time as you.

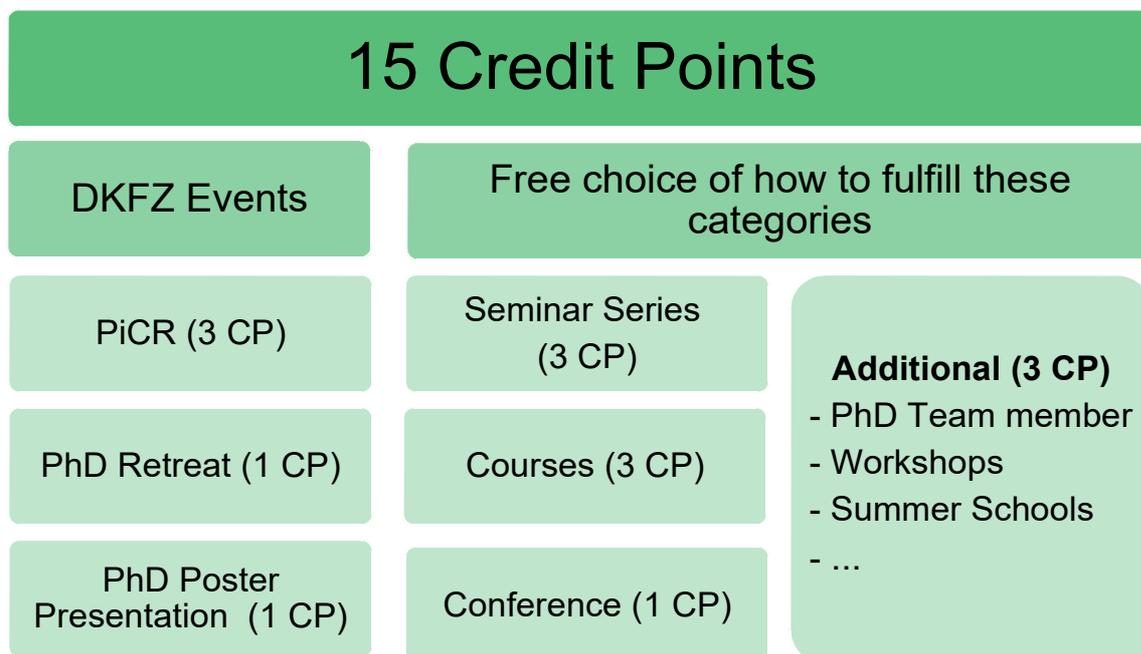
The program consists of the following lectures, seminars and social events:



For participation in this Initial Course, you will receive 2.5 credit points (1 credit point for non-scientific courses and 1.5 additional credit points – see below for further information about the credit points system).

To register for the Initial Course, or for further information, please send an email to Anne in the PhD Program Office (a.roelz@dkfz.de), or register through the Training Portal. You have to have started your PhD to be able to take part, but you can register in advance for the first available course after you've started.

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



The following activities are compulsory:

1. Attend the Progress in Cancer Research (PiCR) lecture series (3 credit points)

These lectures are held by DKFZ group and division heads and 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 doctoral researcher; however, attendance of 30 lectures (preferably during the first 2 years of your PhD) is obligatory. At the beginning of each module, you will receive information about how many PiCR lectures you have already completed and if you plan to attend any of the PiCR lectures in the upcoming module, you should register via the DKFZ Training Portal. PiCR lectures currently take place online.

There are also **“Biology for Non-Biologists”** (BfnB) and **“Molecular Principles in Cancer Development”** (MPCD) lecture series designed for doctoral researchers without a background in (cancer) 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. The 80% attendance of one semester of these additional lectures to be counted in place of 10 of the “Progress in Cancer Research” lectures.

For doctoral researchers interested in gaining further training in data science topics, there is the option to attend lectures of the **Helmholtz Information and Data Science School for Health** (HIDSS4Health) “Data science and health” module, which can also be counted in place of up to 10 PiCR lectures.

2. Attend the PhD Retreat (1 credit point)

Every year the doctoral researchers of the DKFZ organize a PhD Retreat. This usually takes place in June/July or late summer. During your time at the DKFZ you are required to attend at least one PhD Retreat in which you either give a talk or present a poster of your research work.

3. Attend the PhD Poster Presentation (1 credit point)

Every year there is a PhD poster presentation at the DKFZ, usually in November/December. During your time at the DKFZ you are required to present a poster in at least one of these presentations. It is usual for doctoral researchers in their second or third year to present a poster, as they then have more time to obtain results.

4. Attend two 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 the normal group meetings, in which you present your experimental data to your group colleagues, or a departmental journal club, or a seminar series organized by the university. 1 seminar series (1.5 credit points) takes place once a week over a 6-month period, during which you present at least once. For seminar series taking place less frequently, the duration of the seminar series is scaled up accordingly to obtain 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 funding to attend an international conference should not be a

problem. To receive this credit point you must either give a talk or present a poster about your work.

6. Scientific and science-related courses (3 credit points)

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

7. Collect 3 additional credit points

After completing the course requirements above, you still need to collect 3 further credit points to fulfill the requirements. These can be collected by attendance of any of the previously mentioned activities/courses (e.g. additional courses, lectures or seminars). The following are also examples of activities for which you are awarded credit points:

- Distinguished lectures or Grand Rounds (you may combine various attendance slips to reach 1 credit point)
- Other lecture series e.g. “Basic Principles of Biostatistics”
- PhD Council or other team member (info at: <https://www.dkfz.de/en/career/international-phd-program/life-as-a-dkfz-phd-student>)
- Supervision of a bachelor or master student in the group
- Organizing or helping at a conference
- Teaching (during a practical course or at the Life Science Lab)

8. Visit the PhD Program Office after 2 years

Please keep your Blue Sheet up to date by adding courses etc. as you take them. 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 PhD Program Office with your Blue Sheet and any relevant certificates to have it checked and updated by them. To make an appointment please send an email to Heike at phd-prog@dkfz.de.

9. Collect a final signature from the PhD Program Office

About 3 weeks before you intend to submit your PhD thesis you should collect the final signature on your Blue Sheet and complete the PhD Program. After completing your Blue Sheet, you will receive a certificate documenting your participation in the Program. You will also be invited to join the DKFZ alumni networks. To get the final signature on your Blue Sheet, please make an appointment by sending an email to Heike at phd-prog@dkfz.de.



Lindsay Murrells



Anne Rölz



Michaela Steiner



Lena Schenk



Avantika Ghosh



Heike Riehm



Angela Hemker

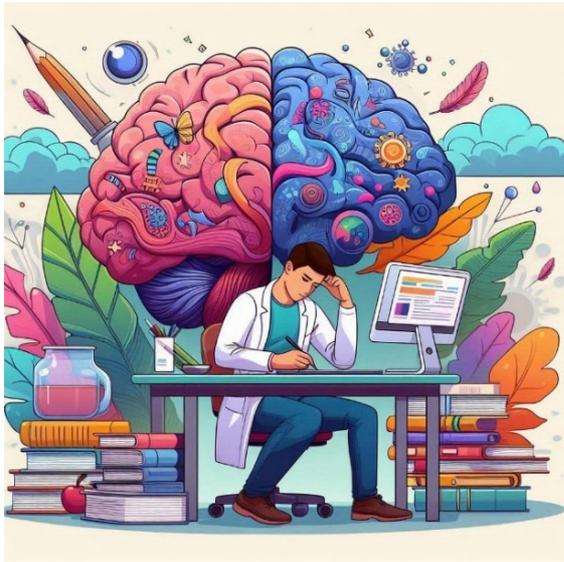


Lisa Riegel



Philipp Kastl

Mental Health Guide and Additional Support



Doing a PhD can be a very exciting and fulfilling experience, but sometimes it can become unexpectedly tough while meeting the many demands of academic and scientific life. In some instances, it can start to feel too overwhelming and take a toll on your mental health, thereby affecting your overall performance. The good news is

that there are tools and services available at hand that can help us become more resilient, improve our stress management, and take better care of our mental and physical health. These resources can be a great support to thrive during your PhD and beyond. **Being a part of the DKFZ, we have access to multiple internal and external resources:**

a. Internal Support

Mental Health First Aiders

(<https://intranet.dkfz.de/en/mein-arbeitsplatz/gesundheitsmanagement/translate-to-english-betriebliches-gesundheitsmanagement/translate-to-english-angebote-von-a-z/translate-to-english-psychische-gesundheit>)

Within DKFZ, you can turn to trained and certified Mental Health First Aiders located in various departments, such as HR, the PhD Program Office (Lindsay and Anne), Career Service (Barbara and Marion), and the Equal Opportunities and Diversity Office (Amy and Gholamhossein). These contacts can provide initial support and guide you to the appropriate resources.

PhD Program Office and Ombudspersons

(<https://intranet.dkfz.de/en/mein-arbeitsplatz/lernen-karriere/dkfz-academy/international-phd-program>)

If you would like confidential advice or support for any workplace issues, including conflicts or any doubts you might have about your PhD project, you can approach the PhD Program Office (Lindsay; l.murrells@dkfz.de) or the PhD Ombudspersons.

In 1992, the position of the ombudsperson for DKFZ doctoral researchers was instigated. Our Ombudspersons are elected annually by doctoral researchers and confirmed by the Management Board in collaboration with the Scientific Council. The ombudspersons are available to contact for confidential problems related to work at DKFZ, e.g. in cases of conflict between a doctoral researcher and their supervisor. In these cases, the ombudsperson acts in an independent manner and is bound to professional discretion. Every doctoral researcher at the DKFZ is encouraged to contact an ombudsperson for support, should they require advice.

Our current PhD Ombudspersons are Michael Milsom, Petra Schrotz-King and Nina Papavasiliou. For neutral and qualified advice on good scientific practice and suspected cases of scientific misconduct, you can also approach the Ombudspersons for good scientific practice: Peter Angel, Almut Schulze and Holger Sültmann.

You can also contact the [central ombudsperson of the Helmholtz Association](https://www.ufz.de/index.php?en=36448). Ombudspersons act independently and maintain strict confidentiality. (<https://www.ufz.de/index.php?en=36448>).

b. External Support

BAD GmbH and Viva Familienservice GmbH

(<https://intranet.dkfz.de/en/mein-arbeitsplatz/gesundheit/translate-to-english-betriebliches-gesundheitsmanagement/translate-to-english-angebote-von-a-z/translate-to-english-psychische-gesundheit>)

In addition, as an employee of the DKFZ or as scholarship holder you have several possibilities to receive support in case problems or conflict situations develop in your daily life that cannot be solved alone, and you might be looking for help from a professional coach. Please visit the DKFZ intranet pages on “Consulting Service in Stressful Situations” that guides you to internal and external contact persons of trust and coaches (see link above).

Both BAD GmbH and Viva Familienservice GmbH offer free external counseling to all DKFZ employees experiencing work-related or personal difficulties. During a telephone consultation or video call, they help you develop new perspectives, explore options for action, and strengthen your personal resources. If you are seeking therapy, their team of consultants can assist in finding a suitable expert. Viva’s sessions are conducted by experienced psychotherapists who use solution-oriented systemic principles, available in both German and English. Services of BAD GmbH and Viva address various issues, including: Stress management, Conflict management/conflicts in teams, Coping with change, Self-organization/time management, Personal crises, and extreme situations.

Furthermore, matriculated students at the [University of Heidelberg](https://www.stw.uni-heidelberg.de/en/node/114) can access free psychosocial coaching (<https://www.stw.uni-heidelberg.de/en/node/114>)

For additional support, visit either Mein Arbeitsplatz/Gesundheit > Psychische Gesundheit am DKFZ

(<https://intranet.dkfz.de/mein-arbeitsplatz/gesundheit/mental-health>) (in German) or My Workplace/Health/Mental Health at DKFZ

(<https://intranet.dkfz.de/en/my-workplace/gesundheit/initiative-zu-psychischer-gesundheit>) (in English), and take advantage of the hyperlinks to learn more about:

- The importance of mental health and ways to promote it (<https://intranet.dkfz.de/en/my-workplace/gesundheit/initiative-zu-psychischer-gesundheit/warum-eine-initiative-zu-psychischer-gesundheit-am-dkfz>)
- Identifying and dealing with stress (<https://intranet.dkfz.de/en/my-workplace/gesundheit/initiative-zu-psychischer-gesundheit/stressquellen-identifizieren-und-loesungswege-erarbeiten>)
- Ways to promote your own mental health (<https://intranet.dkfz.de/en/my-workplace/gesundheit/initiative-zu-psychischer-gesundheit/strategien-zur-staerkung-der-eigenen-psychischen-gesundheit>)
- Additional internal contact persons of trust (intranet.dkfz.de/en/mein-arbeitsplatz/gesundheit/translate-to-english-betriebliches-gesundheitsmanagement/translate-to-english-angebote-von-a-z/translate-to-english-psychische-gesundheit)

Remember: All consultation contents, including the occurrence of the conversation itself, are absolutely confidential and subject to legal confidentiality obligations. Taking the first step towards seeking help is a sign of strength. Utilize the support available to you and take proactive steps to enhance your well-being!

Formal complaints procedures

If you believe you have been treated unfairly at work by your employer, managers, colleagues, or others because of your race or ethnic origin, gender, religion or belief, disability, age, or sexual orientation (as listed in § 1 AGG of German law), you have the right to file a complaint with the AGG complaints office. Jasmin Greff (HR) and Gholamhossein Mohavedian (Diversity Officer) are the AGG contact persons.

Further information about who to contact in different circumstances can be found on the intranet about Respectful Behaviour in the Workplace (<https://intranet.dkfz.de/en/my-workplace/organisatorisches/infos-rund-um-den-arbeitsplatz/richtlinie-respektvolles-verhalten>)

IV. DKFZ Career Service & Alumni Relations

The Career Service supports all Master students, doctoral researchers and postdocs at the DKFZ in their planning and making informed decisions about their professional future by providing services such as:

- Personal career guidance
- Career Days and training
- Alumni relations and career network

www.dkfz.de/careers
careers@dkfz.de

Personal career guidance

Researchers can make a confidential appointment to discuss their **Career Development Plan (CDP)**. “A plan is nothing — planning is everything!” In a CDP, you write down career options and concrete SMART steps for your

personal and career development, which is a useful basis for review with supervisor/mentor. As a start, we recommend to do a self-assessment with their online Career Planning Tool careercheck.dkfz.de.

Career Transition Plan (CTP). How and where to look for job options, grants/fellowships and prepare for application and interviews. For a CV review, please also bring the job description.

You can book an appointment with a Career Advisor for a personal and confidential guidance interview of 25 or 50 min. For booking, please use the booking form on careercheck.dkfz.de.

Career Days and training

Career Days are organized three times per year by researchers as hands-on project management training. Topics are Academia, Clinical Research, Research & Development, Project Management, Science Communication, Publishing, Medical Physics, Bioinformatics and Entrepreneurship. This is the opportunity to learn and network with DKFZ Alumni. For info on previous and upcoming Career Days please visit dkfz.de/careerday. Another format to interact with DKFZ Alumni are our smaller Career Coffee and Career Lunch events. Please get in touch with the Career Service if you would be interested in inviting a specific speaker.

Career specific trainings can be found on the DKFZ [Training Portal](#) (respective titles are marked with "CA") e.g. on application skills, CV writing, "Career Plan B (Life/Work Planning)", soft skills, business for scientists etc.

Alumni relations and career network

As soon as you join the DKFZ, please register on our alumni platform dkfz-connect.de. You can register with your private email or via LinkedIn. Main features include Alumni Directory, Events, Mentoring and Jobs.

As Alumni, you can apply for a free email address, which will forward messages to your private email, so you can be contacted under `first.lastname@alumni.dkfz.de` and still show your affiliation with the DKFZ. For more Alumni activities please also visit dkfz.de/alumni.

You are invited to join the LinkedIn group

<https://www.linkedin.com/showcase/dkfz-alumni/>

V. Equal Opportunities at DKFZ

Equal opportunities and diversity

DKFZ is a highly international and diverse workplace. DKFZ promotes inclusion of diversities by different measures, such as intercultural events. The Equal Opportunities Commissioner at DKFZ oversees promoting equal opportunities as well as diversity at DKFZ by organizing events and seminars. Contact Dr. Amy Danson (Equal Opportunities Officer), Dr. Fiona Brown (Deputy Equal Opportunities Officer), or the Diversity, Equity and Inclusions Manager Gholamhossein Movahedian if you have suggestions, ideas and want to collaborate!

PhD and family

Are you a doctoral researcher with children? You are new at DKFZ and want to know how DKFZ supports scientists with children? Then you should know that DKFZ supports the work-life planning of its employees by sponsoring two child-care centers. In Heidelberg there are several opportunities for young families and if you are planning to have children and want to know with which steps you can prepare for this new adventure, you can contact the Equal Opportunities Officer. They will guide you through the process, advise you on work-life planning and support you in finding a child-care center for your child.

Equal Opportunities Officer

Dr. Amy Danson phone: -3030

email: equality@dkfz-heidelberg.de

office: D136b (DKFZ main building)



Chapter IV.

University matters

The DKFZ is not authorized to confer PhD degrees independently and so you are REQUIRED to be registered with a faculty of a university that can grant you the PhD degree.

You must submit your registration documents within the first six weeks of starting. Technically you can register with any University of your choice. DKFZ students usually register with a Heidelberg University faculty, typically the Biosciences, Physics, Computer Sciences, Engineering Sciences or Medical faculties. If you do register with a different university, please be aware that yourself or your group leader must cover any expenses associated with registration, as these cannot be covered by the PhD Program Office.

You have to complete the requirements of whichever faculty and University you join on top of completing the requirements of the PhD Program. In German, these specific requirements to receive a PhD are called the “*Promotionsordnung*” of that faculty.

In any case, ask your supervisor for advice regarding the faculty with which you should register as they might recommend one. This can be influenced by their faculty of affiliation, or where the recommended examiners (*Gutachter*) are affiliated.

Before coming to Germany, make sure that you have all the necessary documents required by the university and faculty of your choice translated

into either English or German by a certified translator. In case you do not have these documents, your registration may be delayed.

Once your application is accepted, you will receive a letter confirming your admission. Please bring this document (or a copy) with you when you come to the PhD Program Office to have the first page of your Blue Sheet signed.

The following information is specific to the University of Heidelberg.

I. Registration vs. Matriculation/Enrollment

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/ENROLLMENT = enrolling at the University to be a registered student.

Matriculation/enrollment at the University of Heidelberg is mandatory for all doctoral researchers who registered with a Heidelberg University faculty. Please note that registration at a faculty is free, but when you enroll, **you will be required to pay 161,10 EUR (as of 02/2026) per semester.**

When you’ve enrolled 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)
- 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
- For Students under 27 years of age: get a D-Ticket JugendBW (44.42 € per month for an annual subscription), which is the cheapest transport subscription and allowing you to travel using all local transport networks in Germany. Please note the comment on the DKFZ Jobticket in Chapter “First steps at the DKFZ, Paragraph III. Administrative items).

Typically, doctoral researchers enroll with the University after they have been accepted by a faculty. If you need your student status as soon as possible, e.g. for a residence permit or a student dorm, you can enroll as a **“student in preparation for doctoral studies”** (international doctoral researchers only). Further details about how to enroll with Heidelberg University **can be found on page 43**.

II. How to register with a faculty of the University of Heidelberg

You are free to choose which faculty you would like to register with. Take into consideration your academic background, your current supervisor’s affiliation, where you would like your examiners to come from, and whether specific additional personal preferences apply. The formal requirements for each faculty can be found in their respective Doctoral Regulations or *Promotionsordnung*, available on their websites. What matters in the end is that you fulfil the requirements of your faculty on top of the PhD Program requirements.

a. Faculty of Biosciences

The majority of doctoral researchers (~75 %) register with the faculty of Biosciences. These are usually those who have earned a Diploma or Master in Biology, Biochemistry, Molecular Biology or other natural sciences (e.g. Chemistry, Physics) and have worked on bio-related projects.

When you apply, your certificates and qualifications are first checked by the PhD office. If you hold a Master's degree that has not been issued by a country aligning to the "Bologna Process", or your master's degree was not issued by a natural sciences faculty, then it is likely that you will be required to pass a qualifying exam ("*Kenntnisstandprüfung*") prior to being accepted. This entails a GRE-like biology/biochemistry subject test and a general oral interview. The DKFZ PhD Program Office has several GRE exam study guides and textbooks you can borrow to help prepare for this. Since a small group of doctoral researchers usually take the exam at the same time, it is also possible to schedule some review sessions with the other peers. Just email **phd@dkfz.de** to inquire about the exam preparation, should you be required by the faculty to pass the exam.

In any case, if you encounter any problems with equivalency or registration, let the DKFZ PhD Program Office know immediately.

All detailed information and registration requirements can be found online at: <https://www.bio.uni-heidelberg.de/en/study-and-teaching/doctoral-phd-studies/registration>.

Please additionally note:

- Your Faculty Examiner has to be a member of the Faculty of Biosciences. Your first supervisor should be listed as “FGA” in the list of examiners, which can be found here:
<https://www.bio.uni-heidelberg.de/en/study-and-teaching/doctoralphd-studies/registration> in the “List of Examiners” excel sheet.
 - Not all supervisors can be a faculty supervisor. If your faculty supervisor is not your direct supervisor, you have to declare this in the application form accordingly.
 - Note that at least your faculty supervisor must also be one of your TAC members.
 - You can ask your supervisor and colleagues for advice.
- The other examiner “GGA” can be from the faculty list, or a full member of another faculty (also in another city).
- The Research Integrity Certificate is the completion certificate from the E-Learning course by Epigeum, offered through the DKFZ and for which you should register for via the DKFZ Training Portal:
<https://pseminar.inet.dkfz-heidelberg.de/>.
- The faculty of Biosciences requires that you provide proof that you’re registered with the DKFZ PhD Program. This is provided by the DKFZ PhD Program Office in the form of a stamp on page 4 of the application form.
- First, please complete all the forms and collect all the documents for your registration and submit them to the DKFZ PhD Program Office. They will then stamp your application and pass on your documents to the faculty. If you’ve submitted original degree documents, these will then be returned to you via the DKFZ PhD Program Office a few weeks later.

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:

Dr. Anette Kurz and Dr. Rebecca Paimann

phone: +49 (0)6221-54-5648

Fax: +49 (0)6221 54-4953

email: **dekanat-bio@urz.uni-heidelberg.de**

Im Neuenheimer Feld 234, 5th floor, room 519, 69120 Heidelberg

b. Faculty of Medicine

The Faculty of Medicine offers two different doctoral degrees: “Dr. sc. hum.” and “Dr. med.”. The relevant information for each doctoral degree is summarized in their respective websites:

- “Dr. sc. hum.” degree for those with non-medical degrees:
<https://www.medizinische-fakultaet-hd.uni-heidelberg.de/en/fakultaet/akademische-laufbahn/promotion/promotion-zum-dr-sc-hum>
- “Dr. med.” degree for those who studied medicine:
<https://www.medizinische-fakultaet-hd.uni-heidelberg.de/en/fakultaet/akademische-laufbahn/promotion/promotion-zum-dr-med-dent>

If you do not 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 and dentistry students, respectively.

Applications to the Medical (Dr. sc. hum. only) faculty need to be stamped by the DKFZ PhD Program Office to prove that you are registered with an accredited structured PhD Program. You can download the application form from the faculty webpage. Please ask first your supervisor to sign the form and drop by the PhD Program Office afterwards to collect the stamp.

If you hold a non-German degree(s), then you will also need to provide proof that these are equivalent to a corresponding German degree by the ZAB 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 DKFZ PhD Program 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 into English or German. In cases where the number of ECTS from your academic degrees is deemed by the faculty to be less than the required 300 ECTS (the equivalent of 180 from the BSc + 120 from the MSc), additional coursework or training during the initial phase of your PhD may be required.

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 meetings, it takes approximately two weeks to receive the committee's decision on your application. It is important to note that it will take some time until you 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 PhD Program Office and/or matriculation with the university (only possible after your application has been accepted by the faculty).

The documents required to register as doctoral student with the Faculty of Medicine can be found on the following websites:

- “Dr. sc. hum.” degree: <https://www.medizinische-fakultaet-hd.uni-heidelberg.de/en/fakultaet/akademische-laufbahn/promotion/promotion-zum-dr-sc-hum/anmeldung>
- “Dr. med.” degree: <https://www.medizinische-fakultaet-hd.uni-heidelberg.de/en/fakultaet/akademische-laufbahn/promotion/promotion-zum-dr-med-dent/promotionsverfahren-promotionsbuero/anmeldung>

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 if you have any questions.

When choosing the subjects for your doctoral examination, please note that 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

(https://www.medizinische-fakultaet-hd.uni-heidelberg.de/fileadmin/medizinische_fakultaet/Dekanat/Promotion/Dr_sc_hum/Pruefungsfaecher_Dr.sc.hum._Deutsch.pdf).

The Doctorate Committee recommends one minor in a theoretical scientific/medical area and the other in a clinical area.

You'll find contact information, dates for the deadlines and get other useful information as well as application forms for downloading here:

<https://www.medizinische-fakultaet-hd.uni-heidelberg.de/en/fakultaet/akademische-laufbahn/promotion>.

phone: +49 (0)6221-56-6865 or 56-22709 or 56-22712

email: **med.promotion@med.uni-heidelberg.de**

website:

<https://www.medizinische-fakultaet-hd.uni-heidelberg.de/en/fakultaet/akademische-laufbahn/promotion/promotionsbuero>

Promotionsbüro der Medizinischen Fakultät Heidelberg
Im Neuenheimer Feld 672, 69120 Heidelberg

Walk in office hours are on Tuesdays from 9:30-12pm. Personal consultations may also take place after prior appointment via email.

c. Faculty of Chemistry

You can also register with the faculty of Chemistry for your doctoral degree. 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/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's degree 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).

Registration is valid for three years. To prolong it, you have to fill out another form to extend your registration with the faculty.

Ms. Susanne Sandbrink is the person in charge of registration.

phone: +49 (0)6221-54-4844

email: **E.Ruhl@uni-heidelberg.de**

Dekanat für Chemie und Geowissenschaften,
Im Neuenheimer Feld 234, 69120 Heidelberg

Opening hours: Monday to Friday, 9:00 to 11:30, Appointments upon request
(<https://www.chemgeo.uni-heidelberg.de/en/doctorate/admission-as-a-doctoral-candidate>)

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 PhD website has all the important information.

Proceed to their official website: <https://hgsfp.uni-heidelberg.de/>

Doctoral researchers who wish to register with the faculty of Physics and Astronomy are required to download and read their general admission requirements (Doctoral Studies → How to apply → Admission requirements → “Admission information”).

Please note that if you register with the Physics Faculty you will be a member of the DKFZ PhD Program and the Heidelberg Graduate School for Physics (HGSFP). You will therefore complete the HGSFP requirements in parallel to your Blue Sheet. Cross-accreditation of activities is possible and encouraged, as detailed on the PhD Program intranet pages.

For further information, you may contact their Central Office:

phone: +49 (0)6221-54-19635

email: office@hgsfp.uni-heidelberg.de

(<https://hgsfp.uni-heidelberg.de/centraloffice>)

INF 226, 2. OG (Nord) 69120 Heidelberg, 2nd floor, room 2.304

Opening hours:

Monday to Friday

9:00-12:00 and by appointment.



e. Faculty of Engineering

You can also register to the faculty of Engineering for your doctoral degree:

<https://www.ingwiss.uni-heidelberg.de/de/promotion/verfahrensablauf>.

The available PhD subjects are: Biosystems Engineering, Computational Biology, Computational Science and Engineering, Computer Engineering, Matter to Life, Medical Engineering, Molecular Biotechnology, Molecular Systems Science and Engineering, Pharmaceutical Sciences (<https://www.ingwiss.uni-heidelberg.de/de/promotion/promotionsfaecher>).

The steps to register to the faculty include the registration to the online portal HeiDocs (you can find all the relevant information on the website).

For further information, you may contact the contact person:

Marina Gilke

Dean's Office for Engineering Sciences

Tel.: +49 (0)6221 - 54 16671

Email: **promotion-ing@uni-heidelberg.de**

To submit your documents and your dissertation, please arrange an individual appointment with them (by phone or email).

III. How to matriculate/enroll at the University of Heidelberg

University of Heidelberg has two semesters: The summer semester from April 1st to September 30th and the winter semester from October 1st to March 31st. Matriculation is usually done one month before the next semester starts, at the central administration building (INF 370, Room 3). All forms can be downloaded from the University Download Center.

a. Regular Admission and Enrollment

All PhD students in Heidelberg are required to enrol (matriculate) with the University and must remain enrolled up to and including their defence examination. Don't forget to pay the matriculation fee each semester to continue your enrolment. Doctoral researchers can enrol at any time during the year, but you may wish to time your first enrolment with the start of a semester (<https://www.uni-heidelberg.de/en/study/management-of-studies/key-dates-deadlines>). Unless you are required to do so earlier for residence permit/visa requirements, we suggest that you wait until you've received your faculty acceptance letter so that you can enrol as a regular doctoral researcher (and not as a short-term student).

Please make a copy of your faculty acceptance letter before you submit the original — you need this to complete your registration with the DKFZ PhD Program.

The registration procedure for international students requires an additional step compared to the process for German students. You will find further information about the enrolment process and links to the relevant forms on the respective Graduate Academy webpages:

- German students, please follow these guidelines (<https://www.graduateacademy.uni-heidelberg.de/promovieren/promotionsbeginn.html>) from Step 5 (“Immatrikulation”) onwards.
- International students, please follow these guidelines (https://www.graduateacademy.uni-heidelberg.de/promovieren/promotionsbeginn_en.html) from Step 5 (Admission to the University) onwards.

Once you receive the admission notification (“Zulassungsbescheid”) from the University, please follow the instructions in the next step (Step 6: Enrolment). At this point you will need to submit certified copies of your documents.

Certified copies of your degree certificates will be required for enrolment. We strongly advise you NOT to submit any original versions of your degree certificates, but rather only certified copies, which can be obtained from the Graduate Academy of the University (for free – see (iv) below), your local Residents Office (Bürgeramt; with fees) or notary’s offices (in German: Notariat; with fees).

We strongly recommend that you make copies of all forms and documents that you submit, as you may find these helpful later.

Re-enrolment for those who are extending their matriculation for a further semester

Don’t forget to pay the matriculation fee each semester to continue your enrolment (up to and including your defence examination). Info about payment of the semester fees can be found at <https://www.uni-heidelberg.de/en/study/management-studies/tuition-fees>.

b. Admission as a “Student in preparation for doctoral studies” (international doctoral researchers only)

If for any reason you cannot enroll as a doctoral researcher, 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 PhD”. This status only lasts for a maximum of two semesters, though, after which you must change your enrollment status to doctoral studies.

To obtain this student status, please follow the instructions on the Graduate Academy website, Step 5 “Admission to University”, section “Applying for admission without the letter of admission from your faculty”:

https://www.graduateacademy.uni-heidelberg.de/promovieren/promotionsbeginn_en.html

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 doctoral researchers

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. They also have a website:

<https://www.uni-heidelberg.de/einrichtungen/verwaltung/internationales/>

The Matriculation offices are at rooms 22-24 and case workers are assigned to you based on the first letter of your surname.

phone: 06221-54-5454.

email: **studium@uni-heidelberg.de**

If the University Officers are not able to help you, please contact the DKFZ PhD Program Office.

IV. The Graduate Academy of Heidelberg University

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. When applying for faculty registration, the Academy officers can validate your diploma photocopies free of charge (the Bürgeramt typically charges around 3€ per page for this service). More information about doctoral training, advising, funding, further education, and special grants can be found on their website:

https://www.graduateacademy.uni-heidelberg.de/index_en.html

phone: +49 6221 54 19765

email: **graduertenakademie@uni-heidelberg.de**

main office: Im Neuenheimer Feld 370, room 3

Monday, Wednesday, Thursday 10:00-12:00

Tuesday and Thursday 14:00-16:00

Or by appointment via email.

CHAPTER V.

PhD Life at the DKFZ

I. PhD Teams

The PhD teams make a vital contribution to the DKFZ. Members of the teams organize many events that we all benefit from. The commitment of serving in one of the teams is rewarded with credit points for the PhD Program. If you think of contributing or organizing an event, look out for the recruitment emails or approach the PhD Council (phd-council@dkfz.de).

Community and Networking Team

This team is responsible for a variety of social events throughout the year, where people can get together in a relaxed atmosphere. These events include, but are not limited to, regular PhD happy hours, sports tournaments, parties, clubs, and movie nights. The team welcomes and appreciates ideas for new activities and encourages everyone to pitch in!

Being a doctoral researcher means a lot of work but the Community and Networking Team makes sure that there is much more. It is not only about having fun but also about building your network with people from other research units.



The Community and Networking team also organizes “Onboarding meetings” and “Welcome lunches” for all newcomers, providing incoming doctoral researchers with a smooth start into our scientific community. After your introduction meeting with the PhD Program Office, members of the PhD Council organize a meeting for you and your new PhD fellows to get to know each other in a more relaxed atmosphere. Take this opportunity to ask about anything you want! During the selection rounds, the Community and Networking Team organizes “get-together sessions” to show the opportunities available as a doctoral researcher not only in DKFZ but also in Heidelberg, as well as tries to comfort you during the demanding and exciting days of the selection.

The Community and Networking Team also responds to regular email inquiries about being a doctoral researcher at the DKFZ and provides a first point of contact in the form of the Buddy Network prior to and after arrival at the DKFZ.

Communication Team

This team aims at enhancing the interactions among the doctoral researchers at DKFZ, by supporting and collaborating with other teams to promote the events they are organizing. The Communication Team also aims to keep doctoral researchers regularly updated on events happening outside of the DKFZ, to promote a healthy work-life balance. In addition, this team showcases the work of the PhD Council, in the form of the PhD Newsletter and LinkedIn account: [linkedin.com/showcase/dkfz-phd-council/](https://www.linkedin.com/showcase/dkfz-phd-council/).

At the same time, they work together with the PhD Program Office, Press Office and Career Office to strengthen our in-house and external network alongside other research institutes in Heidelberg.

Working Conditions Team

This team is where there is no routine and the right place for you to unleash your creativity! The main goal of the team is to improve the life of doctoral researchers at the DKFZ.

The Working Team coordinates with the PhD Program Office and other internal departments to improve the DKFZ in the area of topics relating to PhD life, for example:

- promoting a healthy lifestyle and mental health awareness during our PhD,
- circulating information relevant for doctoral researchers,
- advocating further improvement to the situation of doctoral researchers, as well as equal opportunities,
- fostering intercultural exchange, etc.

II. Major events at the DKFZ

CONTACT job fair

The BioContact club – founded in 2000 by doctoral researchers, but as an independent legal group (in German “Verein”) – organizes the yearly job fair CONTACT to bring together students, doctoral researchers and postdocs with companies operating in the life science sector, publishers and start-ups. Additionally, they invite several companies throughout the year to the so-called “IN CONTACT WITH” presentations, where companies have the opportunity to present themselves as an attractive employer. These events are aimed at presenting different working models in the life science industry, such as big companies like Roche or Bayer, as well as exciting and newly established start-ups, to a new generation of young scientists. The new season begins each year in August and you are warmly welcome to join BioContact!



SCIENCE@DKFZ

This is a monthly internal seminar series and forms a regular platform for presenting the cutting-edge research going on at the DKFZ. It aims to increase the dissemination of scientific results generated at the DKFZ and NCT in Heidelberg and encourage inter-institutional scientific networking. In each edition and over each half-year long season, all research programs of the DKFZ are covered, with the goal to show not only excellence but also the bandwidth of research performed at the DKFZ. Before and after the keynotes, young scientists present outstanding recently published work.

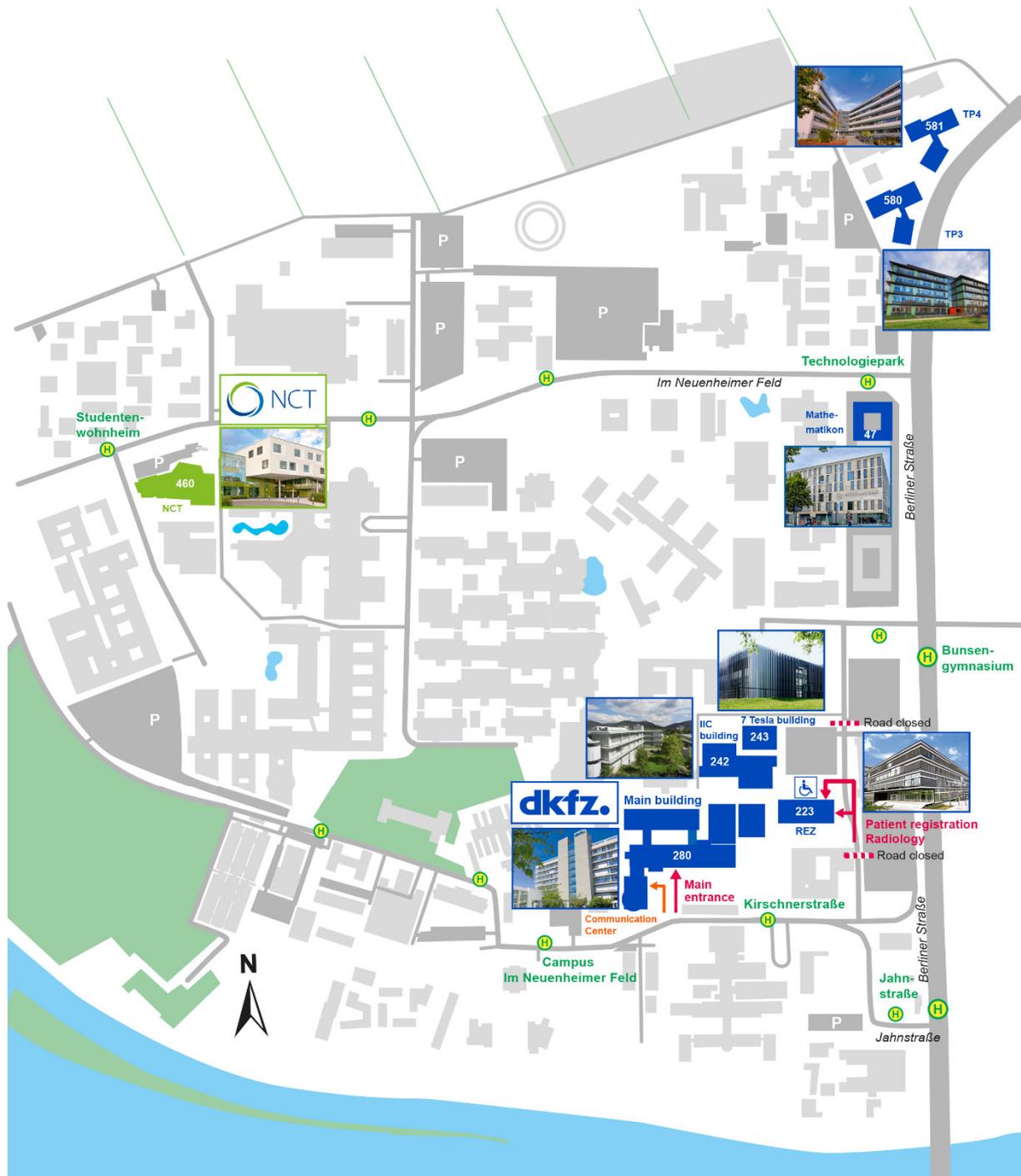
PhD Graduation Ceremony

Of course, we also want to celebrate with doctoral researchers who have made it through their PhD! The PhD Program Office organizes an annual Graduation Ceremony (usually in November/December) where doctoral researchers who finished within the past year are congratulated.



DKFZ Building Finder

Map from the DKFZ Website



Important buildings

Addresses & letter codes

(INF = Im Neuenheimer Feld)

- DKFZ 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/IIC) INF 242 **(A)**
- Bioquant INF 267 **(BQ)**
- 7-Tesla INF 243 **(7T)**
- Radiological Research and Development Center **(REZ)**
- Mathematikon INF 47
- 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

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

DKFZ Emergency (DKFZ-internal): -2888

DKFZ Reception (DKFZ main building): -2777

Police: 110

Fire Department: 112

HD Ambulance: 06221-19222

PhD Program Office

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DKFZ Physician

Dr. Michael Dietz

phone: -2488

H2.00.018-019 (ground floor, main building, east wing)

Credits

Updated by:

PhD Council Members 2015-2016: Azer Aylin Açıkgöz, Sara Ciprut, Juliane Hafermann, Sebastian Kruse, Antonino Pane, Mahak Singhal

PhD Council Members 2016-2017: Isabelle Everlien, Felix Frauhammer, Britta Ismer, Manasi Ratnaparkhe, Jacqueline Taylor, Lucie Wolf

PhD Council Members 2017-2018: Gintvile Valinciute, Lucie Wolf, Maria Bonsack, Florian Köhler, Michael Persicke

PhD Council Members 2019-2020: Paula Argos Vélez, Pavle Boskovic, Damian Carvajal Ibanez, Catarina da Silva Pechincha, Isabela Paredes Cisneros, Pengbo Sun

PhD Council Members 2021: Karim Aljakouch, Dina ElHarouni, Mirian Fernández-Vaquero, Susana Maria Granados-Castilla, Yassin Harim, Vivien Ionasz

PhD Council Members 2022: Agnieszka Seretny, Simay Ayhan, Francisco Yanqui Rivera, Nina Decker, Nooraldeen Tarade, Shivohum Bahuguna

PhD Council Members 2023: Martha Carreño Gonzalez, Beatrice Casati, Tafirenyika Gwenzi, Alena Laier, Peter Macsek, Pelin Ünal

PhD Council Members 2024: Covadonga Castellanos Gonzalez, Hiu Nam Hannah Chow, Liesa-Marie Pilger, Idris Ola, Sunidhi Sunidhi, Zuzanna Kolodynska

PhD Council Members 2025: Andrew Wicks, Hannah Gelhaus, David Palmero-Canton, Mulham Najajreh, Biplab Ghosh

PhD Council Members 2026: Oladimeji Paul Duduyemi, Elisabeth Pezzuto, Ezgi Sen, Francesca Vacca, Millie Robinson, Mislav Basic

Originally created by:

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PhD Council Members 2010-2012: Sinjab Ansam, Felix Klug, Alexander Migdoll, Christoph Schlude, Hans-Henning Schmidt, Aoife Ward, Nao Iwamoto, Nisit Khandelwal, Dharanija Madhavan

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