Commented application form

Prior to filling in the form, please make sure by reading this document to its end, that you have all required information at hand and do not need to interrupt the application process. The online form cannot be saved in between.

The following screensaves show examples who to fill in the application form.

Several parts of the application form are optional. If you open this part by clicking an “Add …” button, most entries in this field become mandatory.

But if you click on the [remove] link at the end,

you can remove the respective field as a whole (e.g. MSc, BSc, Stay Abroad, language test, …)

Personal

Please enter your current residence and contact information.

Grade Point Average

Please proceed as described below for better comparison across grading systems.
Please interpolate from the lowest and highest possible grade and indicate the maximum (and ideally in brackets) pass grade in the MSc/BSc form. Examples from some countries.

India: 0 – 100%

Germany: Convert to a linear scale 1 (5-) to 15 (1+) and then multiply by 100/15

Spain: 0 – 10, multiply by 10

Italy: 0–30, multiply by 100/30


**Master’s / Bachelor Degree**

Please note, that the default requirement for admission for PhD studies is a Master’s degree, or an equivalent degree including at least 4 years of university studies (equivalent are e.g. diploma, licenciatura, ...). Please specify your degree in the field “complete title of official degree”.

Based on 3 years Bachelor studies, you are not eligible.

Based on 4 years Bachelor studies and very good grades (1.5 on the German scale, corresponding to about 85-90%) you can be eligible for a fast track PhD at Mainz University. This is an individual decision taken by the university, irrespective of the IPP selection. Details can be clarified if you successfully pass the IPP selection.

If you apply only with a bachelor, close the Master’s degree field. If you apply with a combined degree, formally not including a bachelor degree, then close the field Bachelor Degree [remove degree].

**University**

If your university is not found by the autofill tool while typing in its name, please scroll down to the end and choose: “Other ...”. Then fill it in by hand in the field “Institution specified”.

![Master's Degree Form](image.png)
Further degree

The optional field “Further degree” allows to list further studies, which can but must not be related to the PhD studies you apply for.

Stay Abroad

Please tick the box “Stay Abroad” and fill in the respective fields, if you have been abroad for a research stay/scientific exchange during the time of your studies. Please do not tick this box, if you did your Bachelor or Master studies in another country. This is already considered in the respective forms.
Other qualifications and awards

You may mention here: awards from your university, fellowships received, university entrance tests and their results, e.g. for India: CSIR (include all India rank) or GATE (include percentile score), but also other unusual qualifications that could be relevant in the context of your application.

Language

We expect here a self-estimation of your language skills. If a language test has been taken, please provide the result as additional information and include a proof in your academic records. If not, this does not constitute any disadvantage for your application. For shortlisted applicants, we rely on impressions from the personal interview.

Research Positions

Please list in this area research positions relevant in the context of your application. This can be first of all your Master’s project, but also positions as research assistant afterwards or longer internships. Please do not list minor projects only lasting for a couple of weeks.
Publications

Please follow strictly the instruction to list in the first field only publications in peer-reviewed international journals with a valid PubMed ID. Please note that PubMed ID and doi is not the same!

There is space for other publication types in the following field:

Presentations

Please list here presentations on scientific conferences (open to a wider/international scientific audience).
**Lab skills**

Please list here lab skills, that you can perform independently and that are relevant for your application.

![Lab Skills](image1)

**Group preference**

Please select here group leaders whose projects are interesting for you. One is mandatory. If more than 5 projects are of interest, please choose the most relevant. You can revise your decision in case you are invited to personal interviews.

![Group Preference](image2)

**Motivation letter**

Please explain here in short statements why the IPP and the chosen projects are of interest for you. No letter format is expected, but a brief summary of reasons.

![Motivation Letter](image3)

**Additional information and comments**

Here you can inform us if there is anything unusual in your case we should know. In a typical application, the field has not to be filled.

![Additional Information and Comments](image4)
Curriculum vitae and academic records

Please upload here

a) in one PDF your curriculum vitae (in English)
b) in one PDF scans of your degrees and grade sheets.

Please note: Many students apply during their Master studies. Thus, we do not expect a Master’s degree but an overview of grades achieved so far, as often available from the universities’ online database.

There is no need to provide translations of university documents if there are not in English. Scans of the originals are fine

After submission

You receive an automated email after submission of your application.

There is no further option to access the application or change the content.