

## IMPRS-PMPG & Melbourne-Potsdam PhD Programme Online Application Form | Instructions and Tips

The online application form is for the IMPRS-PMPG and the Melbourne-Potsdam PhD Programme. With the form, you can apply for:

- (a) the IMPRS-PMPG only
- (b) the Melbourne-Potsdam PhD Programme only
- (c) both programmes at the same time

You will be asked in Section 5 of the online application form which programme you are applying for. Please inform yourself about the two programmes and their requirements on our website before applying.

Applications to either programme can be submitted only via the online application form. Please complete the online application in English. Because we can only accept applications that are complete, you should take your time when you fill in the online form. You can click on the online application link and study the application form before you actually begin to complete the form. If you read these instructions carefully, you will also know what information we ask for.

Your application will be evaluated by the IMPRS faculty and group leaders involved in the Melbourne-Potsdam PhD Programme. Candidates will be short-listed based on academic qualifications, the quality of their research essay, research experience and interest, and personal references. With your application, you show us that you are interested in joining our doctoral programme and you have the opportunity to convince us that you are an ideal candidate. If you are having problems getting certain documents or have gaps in your CV you should provide us with explanations. Sloppy or incomplete applications will fail to make it on our shortlist.

One important part of the application is the "research essay" in section 5. Here, you can show us that you are informed about the research activities of our faculty and their groups and have knowledge of the respective scientific publications in your field(s) of interest. Think carefully about the essay and make full use of the permitted space to give us a first impression of your scientific creativity and conceptual understanding. However, please do not try to copy and paste published text pieces, as we will control for plagiarism. Plagiarism will immediately remove your application from further consideration.

The whole online application form must be filled in during one session and can only be submitted when all required fields (marked by a red asterisk \*) are complete. The button for submission is at the end of the form.

Please make sure you have all information and the required documents at hand when you start filling in the online application. You will not be able to save while filling in the form and changes are lost if the browser window is closed before submitting. You cannot change your application once it has been successfully submitted.

When you have successfully submitted your application, your browser window will show a confirmation screen with your application number. Please make a note of this number and use it in all further correspondence with us. In addition, you will get a confirmation email to your email address for correspondence. If you have not received a confirmation email within three days after submitting your application, let us know.

If you submit your application and receive a screen with an error message, you can get back to your filled-in form with the back button of your browser window. Note that in this case you may have to re-upload your uploaded documents. Before (re)submitting, please also check that all fields are still filled in, even ones at the beginning of the form. If you submit before a required field is filled in, you will receive an error message that names the first required field that is not filled in.

If you experience problems while filling in the form, please contact us. If you have problems uploading the two documents we ask for at the end of the form and you get timed out while uploading, the file size may be too big and/or your internet connection may be too slow. In this case, you

may have to go to an Internet Café or other place with a fast internet connection.

We recommend the following Internet browsers for filling in the online form:

Google Chrome, Mozilla Firefox

Other browsers (e.g. Internet Explorer) will work as well but they may be less user-friendly.

Contact: research-school(at)mpimp-golm.mpg.de

### Field by field details

\* a red asterisk denotes mandatory/required fields  
Items we feel are self explanatory are noted with "----".  
Please give all dates in day/month/year format (dd/mm/yyyy), unless noted differently.

#### 1. Personal Information

*In this section, we would like some personal and contact information from you.*

##### Personal data

\* Family Name: Surname, last name  
\* Given Name: First name  
Middle Name(s): ---  
\* Gender: female/male  
\* Date of Birth: day/month/year (dd/mm/yyyy)  
City of Birth: ---  
Country of Birth: ---  
\* Nationality: ---  
Marital Status: ---  
No. of Children: if you have children, please give the number of dependant minors

\* **Email Address for correspondence:** give one email address which we can use for all email correspondence with you. Please make sure that this email address is spelled correctly!

Additional email address: optional; in general, we will not use this email address

**Postal correspondence address:** an address which we will use for mailing/postal correspondence with you. Please use the three address line fields to enter your address as it should appear on a letter to you.

*TIP: It is very helpful if you include this information also in your CV, formatted as it should appear on a letter to you.*

\* Address line 1 (for example: an institute name, your name etc.)  
\* Address line 2 (for example: a street name and a house number)  
\* Address line 3 (city and postal ZIP code)  
State/Province: county, state, province; only if applicable  
\* Country: ---  
\* Telephone: country code/area code/extension or personal number  
Additional address information: for example, c/o, PO Box, flat/apartment number; only if applicable

**Permanent address:** optional alternative address, e.g. your parents' home address; in general, we will not use this address for mailing/postal correspondence with you

Address line 1 (for example: an institute name, your name etc.)  
Address line 2 (for example: a street name and a house number)  
Address line 3 (city and postal ZIP code)  
State/Province: county, state, province; only if applicable  
Country: ---  
Telephone: country code/area code/extension or personal number  
Additional address information: for example, c/o, PO Box, flat/apartment number; only if applicable

#### 2. Academic Education

*In this section, we are asking for information on your university degrees (e.g. Bachelor, Master, Diplom) starting with your most recent degree or current university enrolment. In addition, you will be able to give us information on your higher education entrance qualification, and on honors or awards, if applicable.*

##### Current or most recent university studies

\* College or University: full name of the university or higher education institution you are currently attending or have attended for your most recent degree

\* City: town

State/Province: county, state, province; only if applicable

\* Country: ---

\* Date attended from: day/month/year you began at this university

To: day/month/year you completed your studies at this university; please enter "present" if you are still studying for your degree

\* Field of study/subject: what are you studying? please give your general subject and your specific field(s) of study (e.g. biology; plant physiology)

\* Degree: please tick the box with the degree you have received from this university or will receive once you have finished your current studies

Date awarded: day/month/year you received your degree

If you are currently enrolled in a course: When do you expect to finish your degree?: please indicate the month and year when you will have completely finished your degree, i.e. completed all coursework including your thesis and exams, if applicable, and received final transcripts and a (provisional) degree certificate.

Grade point average (GPA): your grade point average

Out of: the highest possible grade point average

Classification: classification of your grade/degree, if applicable; e.g. First Class, with distinction, with honor

**Higher education institutions attended previously (University, College, High School):** in the table, list all universities and higher education institutions/schools you attended before your most current university. Start with the university/school you attended before your most current university, and list all institutions including the one where you received your higher education entrance qualification (secondary school/high school).

\* The first row in this table is mandatory/required.

Institution: give the full name of the university or school

City, country: city/town and country of the respective institution

Attended from-to: month/year you began at the respective institution and month/year you finished/completed your studies

Field of study/subject: for studies in what field did you receive the respective degree?

Degree: e.g. Master, Bachelor, Diplom, Vordiplom, A Levels, High School Diploma, Abitur

Grade (GPA and classification): your grade point average and the highest possible, e.g. 3.85/4.0; classification, if applicable

**Merits/Honors/Scholarships/Awards:** if you have received any of these, please give us information on them (when awarded, what for, by whom?)

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### 3. Research-related Experience

*In this section, we are asking for some information on your research-related experience: Methodological background, an abstract of your Master's or Bachelor thesis project, and publications, if applicable.*

**Methodological background:** please describe briefly (not more than 100-200 words) what kind of methodological background you acquired in lab internships or during your thesis project. What kind of laboratory techniques, computational skills, etc. did you learn? If applicable, you can include a list of the laboratory methods, data analysis programs and/or programming languages you have used during research projects.

**Thesis project:** here we would like information on your most recent thesis project. If you are currently working on your Master's or Diplom thesis, please give us information on this project.

Master/Diplom/Bachelor: please tick which degree the thesis research is for

Title of Thesis: title of your thesis research (preliminary, if applicable)

Please provide a short abstract of your thesis (200-300 words approximately): ---

Thesis supervisor: name and title of the supervisor under whose guidance the thesis work was/is conducted

Address of thesis supervisor: please give contact details of your thesis supervisor; full name of institution, city, country, and your supervisor's email address

May we contact your thesis supervisor for a reference? yes/no

**Publications:** if you have any publications, please list them; e.g. publications in peer reviewed journals, book chapters, talks or poster presentations at conferences.

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### 4. Additional Expertise and Personal Interests

*In this section, we would like to learn about your personal interests, your language skills and any experience you may have had in living abroad.*

**Language competence:** here we ask you to give information on your language skills, both written and spoken.

Native language: first language, mother tongue

Foreign language skills

\* English – \* Written and \* Spoken: tick the field that best describes your level of competence.

\* I have practiced speaking and writing English in a scientific environment during my studies: tick the field that best describes your active practice of English during your previous studies.

*Please note that "regularly" should only be ticked if your studies or at least part of your studies were conducted in English or if you have been working in an environment where English is the working language.*

\* German – \* Written and \* Spoken: tick the field that best describes your level of competence.

Other language: give language and your level of competence

English language test

*Please note that candidates for the Melbourne-Potsdam PhD Programme need to provide an English test during the application process. You can send us your test result certificate after the application deadline has passed, if necessary.*

\* Have you taken an English language test? yes/I have scheduled a test/no

*Please give information on the English language test. Please provide the test date if you have scheduled a test.*

Toefl IBT / Toefl PBT: tick, if applicable

Test Date: day/month/year

Score: your score and the highest possible, e.g. 83/120

IELTS: tick, if applicable

Test Date: day/month/year

Score: your score and the highest possible, e.g. 7.0/9.0

Other English language test: give name and institution that conducted the test

Test Date: day/month/year

Score: your score and the highest possible, e.g. 83/120

\* Have you included a certificate of an English test in your PDF of certificates?: yes/no

**Graduate Record Examinations (GRE):** if you took the GRE, we would appreciate if you gave us information on your results.

GRE General Test: tick, if applicable

GRE General Score – verbal, quantitative and analytical: give the respective result

GRE Date: day/month/year you took the GRE

**Personal interests and hobbies:** please give us some information about how you like to spend your free time (not more than 100 words).

**Have you been studying or living abroad?:** if you have been living or studying abroad, please tell us when and where (not more than 100 words).

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### 5. Programme-specific Questions and References

*In this section, we are asking which programme you are applying for: the IMPRS-PMPG and/or the Melbourne-Potsdam PhD Programme. Please note that you can apply for both programmes at the same time. There are specific questions for either doctoral programme. We also ask for the names and contact details of two academic referees.*

*Please note that several fields in this section are required/mandatory fields.*

**Programme-specific questions and research essay:**

Which programme are you applying for?

You can apply for: (a) the IMPRS-PMPG only

(b) the Melbourne-Potsdam PhD Programme only

(c) both programmes at the same time

\* I am applying for the International Max Planck Research School: Primary Metabolism and Plant Growth (IMPRS-PMPG): yes/no

*If you choose "yes", the fields in Part 1 of this section (Preferred IMPRS-PMPG Research Groups) are required/mandatory fields. If you choose "no", please leave the fields in Part 1 empty.*

\* I am applying for the Melbourne-Potsdam PhD Programme: yes/no

*If you choose "yes", the fields in Part 2 of this section (Preferred Melbourne-Potsdam Projects) are required/mandatory fields. If you choose "no", please leave the fields in Part 2 empty.*

**TIP:** It is useful to prepare the answers to the following parts separately in advance and paste the text into the application form.

### Part 1: Preferred IMPRS-PMPG Research Groups

Please note that the fields in this part are required for applicants to the IMPRS-PMPG. Please skip this part if you are not applying to the IMPRS-PMPG.

If you are applying for the IMPRS-PMPG, we would like to learn more about your research interests and which IMPRS research groups you would like to do a PhD project with. Have a look at our web pages and inform yourself about the IMPRS research groups/faculty. Choose three IMPRS research groups that meet your scientific interest.

\* Preference 1 (Top priority group), \* Preference 2, \* Preference 3:  
Name the groups and explain briefly why you apply for these three groups (approximately 80-120 words for each group).

### Part 2: Preferred Melbourne-Potsdam Projects

Please note that the fields in this part are required for applicants to the Melbourne-Potsdam PhD Programme. Please skip this part if you are not applying to the Melbourne-Potsdam PhD Programme.

If you are applying for the Melbourne-Potsdam PhD Programme, we would like to know which projects that are jointly supervised by group leaders in Potsdam and Melbourne are of interest to you. Have a look at our web pages and inform yourself about the joint projects that are offered in the current application round. Choose two joint projects that meet your scientific interest.

Preference 1 (Top priority project): \* Project code, \* Why do you find this project interesting?

Preference 2: \* Project code, \* Why do you find this project interesting?

Name the respective project code and explain why the project is of interest to you (approximately 80-120 words for each project).

### Part 3: Research Essay:

\* The research essay is required in ALL applications.

Note: Use approximately 300-500 words for the research essay. The essay does not need to be very detailed, but it should show that you can read the relevant literature, and think independently and creatively about your work and science.

Instructions for applicants to (a) the IMPRS-PMPG only or (c) the IMPRS-PMPG and the Melbourne-Potsdam PhD Programme:

Which of the three IMPRS-PMPG groups named in Part 1 is your top priority group?

Please write a short essay which proposes a possible project in this lab. In this proposal answer the following questions:

- (1) What do you consider the most important questions to be answered in the research field of your top priority group?
- (2) How would you approach these questions (e.g. experimentally, bioinformatically)?

Instructions for applicants to (b) the Melbourne-Potsdam PhD Programme only:

Which of the two joint research projects named in Part 2 is your top priority project?

Please write a short essay for your preferred project answering the following questions:

- (1) Do you have any criticism of the project?
- (2) What do you think could be done additionally in the project?
- (3) What could be done alternatively or differently?

**TIP:** Prepare the essay separately in advance and paste the text into the application form.

### Other scholarship applications

In this part, we would like to learn whether you are applying for financial support from other sources (e.g. a scholarship from the DAAD or your home country) to do a PhD with one of the faculty members involved in the IMPRS-PMPG or the Melbourne-Potsdam PhD Programme.

\* I shall apply/have applied for financial support from other sources to do a PhD at the MPI-MP, the University of Potsdam or the University of Melbourne: yes/no

If you answered "yes" to the question above, we would appreciate information about which institution the support would come from. Has your application been accepted, and, if yes, when?

### References

Provide us with the names and contact details (email and postal address) of two academic referees whom we can contact for a reference regarding your application to IMPRS-PMPG and/or the Melbourne-Potsdam PhD Programme.

#### Reference 1

\* Name and academic title of referee: ---

\* Email address: ---

\* Institution and postal address: give the full name of the institution/ university, department, building/street/PO box, city, state/province, country

\* Telephone: country code/area code/extension or personal number

#### Reference 2

\* Name and academic title of referee: ---

\* Email address: ---

\* Institution and postal address: give the full name of the institution/ university, department, building/street/PO box, city, state/province, country

\* Telephone: country code/area code/extension or personal number

**TIP:** You should contact your referees before you apply to establish that they are happy to give a reference for you. You may also wish to ask for their preferred contact details (especially email).

### Advisory notes

Please understand that plagiarism or falsifying or withholding information constitutes grounds for immediate withdrawal of your application from the application process.

The information provided in this application will be shared with other persons involved in the application procedure for the IMPRS-PMPG and the Melbourne-Potsdam PhD Programme.

If you agree we may share the information given in your IMPRS application with group leaders in the departments of IMPRS-PMPG faculty members who are doing research in your field of interest and who may be offering doctoral projects. Note that this would happen only after the IMPRS application round has ended (approximately 3 months after the application deadline).

\* Please select: Yes, I agree./No, I do not agree.

Please note: if you find one of our group leaders advertising a specific position that is of interest to you, you should apply in parallel to your application for the IMPRS-PMPG.

### For our statistics:

How did you learn about our doctoral programme? Tick all fields that apply.

Journals, please specify: give name of journal

Poster, Flyer

Internet, please specify website: give URL or name of the website

Professor or Teacher

Colleagues or other students

College or University Office

Conference, Workshop, Science or Education Fair, please specify: give name and place of event

Other, please specify: ---

### Documents to upload

Upload your documents as a single PDF file each in the respective upload field. You should have these documents ready before you start filling in the application form. Please try to optimize your PDF for size before uploading. Do not upload other formats than PDF, e.g. Word documents or ZIP archives.

#### \* CV and personal statement

The personal or motivation statement is similar to the cover letter you would write in a written application. We would like to hear about your academic and research interests, your background and career goals. In this statement you can tell us why specifically you would like to join our doctoral programme and convince us that you are an ideal candidate.

#### \* Transcripts and degree documents, language certificate

These are documents relevant to your application, for example your Bachelor's and Master's certificate and transcripts. If you have taken an English language test, please include a copy of the certificate and test results, in particular if you are applying for the Melbourne-Potsdam PhD Programme. All submitted documents and certificates must be in English or German. If they are not in either language, please submit a copy of the original document and a translation into English. Candidates who are accepted into the programme will have to show the original documents and, if applicable, certified translations into English when they register with the University.