

HI JENA

Research School of Advanced Photon Science

Required documents for an application for the Research School of Advanced Photon Science of the Helmholtz Institute Jena:

1. **a curriculum vitae**
2. **a short statement of your research interest (max 1 page),**
3. **if you published already: a list of publications (not obligatory)**
4. **letter of reference No. 1**
5. **letter of reference No. 2**
6. **a copy of your diploma/master certificate**
7. **a copy of your diploma/master thesis**
8. **a proof of proficiency in the English language**
9. **preliminary title of thesis project**
10. **name of first supervisor**
11. **name of second supervisor**
12. **affirmation supplement: Data Privacy Statement**

Please send an electronic version (pdf) of these documents to the coordinator of the school rsaps@hi-jena.gsi.de

Additional Information:

1. **The curriculum vitae:** It should include your previous education and work experience
2. **The short statement of your research interest:** This should not exceed more than one page. Please prepare it yourself and don't ask your supervisor to write it. Starting a PhD is an important step and you should review what you are actually interested in, why you chose your particular field and what you want to do during your thesis. If you already started then this is easy. If you did not start yet we do not expect a full plan for your thesis, just give us (and you) an idea what your research interest is. In addition this is important information to plan lectures and seminars within the graduate school that fit you best.
3. **The list of publications:** Maybe you already published somewhere like papers, proceedings or reports. If you don't have publications yet, this is no problem. It will not influence your application in a negative way.
4. **The letter of reference No. 1**
5. **The letter of reference No. 2:** Please ask two senior scientists (professors, fellows, etc.) to prepare a short letter of reference. It can be very brief. Please keep in mind that the two supervisors should not be in too close contact to each other (e.g. from the same working group). It should state why the referee knows you and why he or she supports your application. If you already have a designated supervisor within RS-APS it

is *mandatory* that one of the letters is from the supervisor. Please ask them to send the letter directly to RS-APS. They either can send the letter by email to rsaps@hi-jena.gsi.de or to the contact address specified on the RS-APS web page https://www.hi-jena.de/en/rs_aps/the-research-school/.

6. **The copy of your diploma/master certificate:** If this is not in English or German, please provide a translation as well. If you are applying from a non-German university a transcript of records should be included as part of the certificate.
7. **The copy of your diploma/master thesis:** We prefer to get a web link to your thesis. You can alternatively send a pdf.
8. **A proof of proficiency in the English language:** English is the official language of RS-APS. All events and mails will be in English. In addition most literature in our fields is in English and you will probably even write your thesis in this language. Therefore we need to make sure that there is no language problem. We accept
 - a copy of a German *Abitur* certificate
 - TOEFL 64, 180, 507
 - IELTS 5.0
 - Cambridge FCE
9. **Preliminary title of thesis project**
10. **Name of first supervisor or official supervisor**
11. **The second supervisor** should be more or less independent from your thesis work and be a kind of an independent advisor.

The second supervisor does not have to be the same person who supported your application for the school with a letter of recommendation (can be independent from each other).

Furthermore it is possible to switch the second supervisor later on.
12. **Affirmation supplement: Data Privacy Statement:** Please read, fill in and sign the RSAPS-GDPR Affirmation and send it back to the coordinator of the school! To administer your participation in the RS-APS program we need to collect, store and process personal data. With the General Data Protection Regulation (GDPR) and other national data protection laws of the Member States of the European Union we need to collect your consent that we have the right to store and process the personal data you send (have sent) to us or that you submit (have submitted) in electronic forms. The relevant form will be sent to you either by rsaps@hi-jena.gsi.de or the contact address specified on the RS-APS web page https://www.hi-jena.de/en/rs_aps/the-research-school/.