

# Instructions and Requirements for Your Application to the International Giessen Graduate Centre for the Life Sciences and to the PhD Programme of the Faculties of Medicine and Veterinary Medicine - **Internal Candidates**

## Welcome

Thank you very much for your interest in our graduate centre! Before applying, please make sure to read these instructions carefully. They guide you smoothly through the application process. The better you follow them, the better are your chances to succeed.

## What are you applying for?

The GGL provides a 3-year, interdisciplinary, concisely structured graduate programme for all Life Science disciplines at the Justus Liebig University Giessen (JLU) and will support you in achieving your degree and launching your career. Members have access to structured doctoral education in form of professional and scientific training and have access to an interdisciplinary and international network of young scientists. **The GGL does not directly award degrees. Those can only be awarded by the respective faculties.**

**Please note:** You should be sure of being a doctoral candidate for at least 3 years. Applications at a date closer to the disputation will be rejected.

**As an internal candidate, you already have a supervisor and project and are applying for one of the following options:**

- Membership in the **GGL**
- Membership in the **GGL and Admission to the PhD Programme** of the Faculties of Veterinary Medicine and Human Medicine.
- Admission to the PhD Programme **only**  
(If you choose this option, you will have no access to the GGL training programme. Thus, you might experience difficulties fulfilling the requirements of the PhD Programme unless you are a member of a training group or graduate college.)
- Membership in the **GGL and planned CPI-PhD** (only for members of the Cardio-Pulmonary Institute who aim for the CPI-PhD)
- Membership in the **GGL and Clinical Sciences Programme** (only for participants of the JLU Career Programme and other Clinicians – you should be a medical doctor or veterinarian working on a clinical topic)
- Membership in the **GGL and PhD Programme and Clinical Sciences Programme** (only for Clinicians who also aim for the PhD title)

**Please note:** Admission to the GGL is possible for winter and summer semester, to the PhD Programme only for the winter semester.

(Term dates: winter: October to March, summer: April to September)

## Your doctoral degree

Several internationally acknowledged **doctoral degrees** can be issued by the five Life Science faculties of JLU. These are *Dr. med.*, *Dr. med. dent.*, *Dr. biol. hom.* (Human Medicine), *Dr. med. vet.*, *Dr. biol. anim.* (Veterinary Medicine), *Dr. rer. nat.* (Natural Sciences – Biology and Chemistry), *Dr. agr.* and *Dr. oec. troph* (Agricultural and Nutritional Sciences). They usually are specific to the issuing faculty. All these titles demand **the completion of a full research project including a written thesis and oral defense.**

Additionally, the **faculties of Medicine and Veterinary Medicine** of JLU allow- for the demands of internationally oriented young researchers - to obtain the title of “Doctor of Philosophy” **PhD**, this is called the PhD Programme. This title is awarded when thesis work has been conducted over a three-year period and the accompanying course programme has been fully completed. Even if you have completed your studies in another related natural science (e.g. biology or human biology), you may conduct scientific thesis work under the supervision of a member of the faculties of Veterinary Medicine or Medicine.

Only members of the Cardiopulmonary Institute (CPI) may also aim for the **CPI-PhD**. You may apply for the CPI-PhD if your supervisor or cosupervisor is member of the CPI.

You may apply to the PhD Programme if:

- Your supervisor is a member of the Faculties of Veterinary Medicine or Medicine
- Your application is submitted for the winter semester. In case you submit for the summer semester, the PhD Office will only review your application for the following winter term.

## Password

At the beginning of your application process, you will need to register as an applicant and will automatically receive a **password by e-mail**. Please use an e-mail address that you check regularly. If we do not receive further notice from you, this address will remain permanently in our database and will be used to inform you about the status of your application. After admission into the programme, this address will continue to be used for all e-mail communication.

You can use your password to log in to the system where you can enter information and save your application draft to edit it later or upload required documents.

## Enter your project

Follow the link [“I already have a project and supervisor”](#). Enter information about your project and your first supervisor who needs to be a faculty member of JLU.

## Required documents

1. A **Letter of Intent** in English using the online form (no uploads please) in which you describe your:
  - Academic aptitude
  - Academic and professional interest
  - Interest in your chosen project
  - Motivation for joining the GGL or PhD Programme
  - Future career goals

- The planned completion date of your doctoral project
2. **A Curriculum Vitae (CV)** using the online form (no uploads please).
  3. **A recent photograph** (to be uploaded, **JPEG** format, no larger than **3 MB**).
  4. Certified copies of **all certificates** awarding relevant degrees and mentioned in the CV. **This usually includes your secondary school certificate** (high school/A-level), **bachelor's degree and master's degree or diploma**. The master's degree or equivalent must show above-average grades. **All certificates must be in English or German**. If your documents are issued in any other language, please submit certified translations **and** the documents in the original language. The certificate should contain an explanation of the grading scale (to be uploaded, PDF, each file no larger than **3 MB**). Once you are accepted, you will have to present the original documents at the Dean's Office or the PhD Office, so please do not send original documents during the application process.
  5. For bachelor's and master's degrees (or equivalents), the official **degree certificate** of your university/institution should be provided **as well as your transcript of records** showing your studied subjects and the grades or points earned. Information on your **ranking** in relation to all graduates of your year **or the average grade of your class** (e.g. upper second division, 3<sup>rd</sup> out of 120) should also be included.
  6. Proof of **proficiency in English**.  
The GGL requires a level of B2 according to the Common European Framework of Reference (CEFR).  
The following tests are accepted with a minimum score as listed below:
    - **TOEFL**
      - 85 points (internet-based test)
    - **IELTS**
      - 6.5 Overall Band Score(To be uploaded, PDF, no larger than **3 MB**). Internal candidates **may also take a language test at the GGL** if you cannot provide a certificate at the time of your application.  
Native speakers are exempt from this requirement.
  7. A **Letter of Consent** from your supervisor (faculty member of the JLU Giessen) has to be provided (to be uploaded, PDF file, no larger than **3 MB**). A template can be found [here](#).

**The Letter of Consent of the supervisor has to include:**

- **Topic of proposed research** and a confirmation of supervision as a doctoral student
  - Confirmation that **employment/stipend** and laboratory space is available
  - Confirmation of **financial support** for the entire duration of your doctoral studies
  - A proposal for an additional individual acting as your **co-supervisor**. The co-supervisor needs to be a qualified university lecturer or professor **from a Life Science Faculty different to your supervisor's** and must **confirm in writing** that he/she is willing to act as co-supervisor.
8. A **two-page outline of the planned research project in English** using the online form (no uploads please). You can find an example [here](#). This project outline should contain the:

- Background
- Objectives
- Preliminary work
- Time schedule for the whole project

### **Formats**

All documents must be uploaded as \*.PDF files.

All images must be uploaded as \*.JPEG files.

The maximum file size is **2 MB**.

**Other formats or files exceeding the maximum size will automatically be rejected.**

### **Submission**

Incomplete applications cannot be submitted. **Be sure to allow enough time for your submission.** If you have last-minute technical difficulties, we might not be able to assist you during the last few days before the closing date.

After submission, your application will be made available to the GGL Study Board and respectively the PhD Study Board.

### **Deadline**

The deadlines for submissions for the summer term (usually in March) and winter term (usually in July) will be published on our [website](#).

**If you already have a supervisor and a research project at JLU Giessen and do not wish to apply for the PhD Programme** of the faculties of Medicine or Veterinary Medicine (FB 10 and 11), **an application after the deadline may still be possible** (please see our website for the extended deadline).

### **Admission**

Admission to the GGL graduate study programme is granted by the GGL Study Board (represented by members of all five Life Science Faculties of JLU). Admission to the PhD graduate study programme is granted by the PhD Study Board of the Faculties of Medicine and Veterinary Medicine. Accepted candidates will be notified before the beginning of the semester.

Due to the large number of applicants, we may not be able to answer individual enquiries or give information about the current status of your application.

**Once the GGL Study Board has approved your application**, you will have to **apply as a doctoral candidate at the** Examinations Office of the Life Science **faculty** from which you would like to obtain your formal doctoral title (usually the one your supervisor belongs to). As long as your candidature has not been confirmed by the doctoral committee of the chosen faculty, your admission to GGL will be on a preliminary basis. For the **PhD** title, this step is not necessary since you will have already applied for by the present online submission.

We wish you much success with your application!

The GGL Team