**BIMoS Application Guidelines**

To apply for the BIMoS PhD fellowships, please read the following information carefully:

The Technische Universität Berlin will provide the fellowships for three years starting in October 2018.

**You can only apply via email.** The application deadline is **December 31st, 2017.** All of the application documents must be combined into a single pdf and sent to office@bimos.tu-berlin.de. Your application will only be considered if it is complete and submitted by the deadline. You may only submit one application.

These are the required documents for a complete application:

- Curriculum Vitae incl. List of Publications
- Personal Statement
- Exposé of proposed PhD project
- Letter of support of proposed PhD supervisor
- University Transcripts
- Proof of Proficiency in English
- Two Letters of Recommendation

**All documents must be in English or German!**

**Detailed information about the required documents:**

1. **Curriculum Vitae incl. List of Publications**

Your Curriculum Vitae (tabellarischer Lebenslauf) should list the details of your education to date, together with your personal academic history, including academic credentials, publications, contributions or other significant achievements.

2. **Personal Statement**

The personal statement (Motivationsschreiben) should be at most two pages long and should describe your academic and career plans as well as your motivation and your scientific interests. When writing your personal statement, please make sure you answer the following questions:
- What are your scientific interests?
- How, where, and when did they develop?
- Which scientific fields are you particularly interested in and why?
- Why do you think BIMoS is the right choice for you?
- Which TUB-Professor would you like to have as your supervisor?

3. **Exposé of proposed PhD project**

We expect the exposé to explain your ideas with respect to your future dissertation
as well as to outline the underlying research project. Please also include a time plan demonstrating how the proposed objectives are to be achieved. This includes mentioning whom you see as a possible supervisor (BIMoS faculty) for your dissertation and explaining why you would like to work with this professor.

4. Letter of support by your proposed PhD supervisor

Before you apply, you must contact a professor of the BIMoS faculty who corresponds to your research interests and ask him/her to be your supervisor for the duration of the BIMoS PhD program. This professor should then write you a short letter of support stating that he/she would like to work with you and why. This letter must be submitted with the rest of the documents in your application-pdf.

5. University Transcripts

You must submit one official transcript from every college or university you have attended. To prevent delays, you should arrange with your registrar to provide transcripts as soon as possible, or you may submit preliminary transcripts showing as many grades as possible.

6. Proof of Proficiency in English

All applicants whose native language is neither English nor German, and who have not completed their previous education in a school, college or university where English is the teaching language, must submit their score from one of these tests:

1. TOEFL (Test of English as a Foreign Language)
   - TOEFL Internet-Based Test (iBT - minimum score 79)
   - TOEFL Computer-Based Test (CBT - minimum score 213)
   - TOEFL Paper-Based Test (PBT - minimum score 550)
2. CAE (Certificate in Advanced English) minimum Level C
3. IELTS - (International English Language Testing System) minimum score 6.5 in the Academic Test.

Scores which are more than two years old are not valid and will not be considered.

If your native language is neither English nor German, but you have completed your formal education at a school, college or university where English is the teaching language, please submit a certificate from the institution to confirm this. The certificate will suffice as proof of your English proficiency and one of the aforementioned tests will not be required.

If your native language is English or German, please submit your high school diploma/ Abiturzeugnis.

7. Letters of Recommendation

Two letters of recommendation from faculty members or other university teachers well acquainted with your academic work are required. Please contact them yourself and ask them to send us a letter of recommendation by January 7th, 2018. If we have not received your letters of recommendation by that deadline, your application will be considered incomplete.