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Application Form for the Helmholtz Munich Postdoc Internship Program (2nd call)

The Program in a Nutshell

Grow professional networks, gain confidence in your career choice and enhance your understanding of entrepreneurial thinking or translational pathways!

- ❖ The program is funded by a Helmholtz INF grant in the frame of the Career Center for Postdocs and Doctoral Researchers. We will receive extra funds for a limited period for this program.
- ❖ The program covers paid internships for 1-3 months with a company or an organization of the public or private sector.
- ❖ Funded applicants will continue to receive their salary as well as applicable travel and housing costs (in accordance with the Federal Travel Expenses Act).
- ❖ During the internship, the postdoc will remain employed at Helmholtz Munich. The contract may be extended for the duration of the internship, the details will be finalized with HR once the postdoc has been selected for the Internship Program.
- ❖ Researchers receive support by the Career Center for Postdocs and Doctoral Researchers, but need to identify and approach companies themselves.

Who is eligible for the program?

- ❖ Postdocs or scientists with a fixed-time working contract with Helmholtz Munich
- ❖ Minimum requirement for early-career postdocs: submission of doctoral thesis at the University prior to application to the program and thesis defense before starting the internship.
- ❖ Postdocs/scientists need to be active in academic research
- ❖ Postdocs who do not have a work contract with Helmholtz Munich and postdocs with a permanent contract are not eligible.

Preparation and Application Process

You are interested in applying for the Helmholtz Munich Postdoc Internship Program? Then we suggest the following process:

① **Get Information about the program:** Read the information provided on our website and read this document carefully. If you haven't attended the Information Event in November, please contact us so that we can send you the slides. We will also add questions to an FAQ on our website.

② **Approach your PI** and let him/her know that you would like to apply for the Internship Program. Discuss e.g. the time frame for an internship. Your PI needs some more information or has some doubts about the program? Reach out to us so we can provide him/her with more information.

③ **Identify companies or public institutions for your internship and reach out to them.**

You are unsure how to identify a company or public institution for your internship? You have a company in mind but don't know how to contact them? You need support to adapt your CV? Reach out to the **Helmholtz Munich Career Center** for a [One-on-One coaching](#) or their [Online Walk-Ins](#). Please note that you will need to **identify and**

approach suitable internship partners yourself before applying for the program, the Career Center will not contact companies for you.

④ Obtain Letter of Confirmation from the Company/Institution and clarify further paperwork required.

Please ask the company to provide you with an official letter to confirm that they agree to provide you with an opportunity for an internship in the suggested period.

Companies/Institutions may also sign the **Hospitation Agreement** provided by HR which you can [download here](#) or have their own forms that need to be filled to conduct an internship. Please check with the company/institution what they would require. The Hospitation Agreement can also be signed once you have been selected. In case the company provides you with any other documents to sign beforehand, please check with us before signing anything.

Please make sure the company understands that you would be an intern while you continue to be employed at Helmholtz Munich as postdocs interns might not be very common.

⑤ Submit all application documents in one PDF by email to postdoc@helmholtz-muenchen.de before the deadline (July 2nd 2023).

Overview of Application Documents

- ❖ Filled Application Form (Part I & II)
- ❖ Signed Approval by your PI (Part III)
- ❖ Letter of Motivation (max. 1 page, see Part IV)
- ❖ Letter of Confirmation provided by the internship partner, optional signed Hospitation Agreement
- ❖ CV (no particular format)
- ❖ Doctoral Certificate or other confirmations that you e.g. submitted your thesis

Selection Process

After the deadline on July 2nd, all applications will be reviewed and a final decision for funding will be taken by the Career Center for Postdocs and Doctoral Researchers and the Postdoc Center at Helmholtz Munich based on the following criteria:

- ❖ Completeness of documents
- ❖ Compliance with the eligibility criteria
- ❖ Quality of letter of motivation – especially concerning the fit between personal motivation and goal of the funding program

If too many applications of equal quality meet the selection criteria, the final funding decision may be decided by drawing lots.

Contact for questions

For questions related to finding the right company for your internship, understand how an internship fits into your career etc., please contact **Meike Rottermann and Nicola Bauer from Career Center for Postdocs and Doctoral Researchers**: careercenter@helmholtz-muenchen.de

If you have questions about the application process, general questions from your PI, documents, forms provided by companies, the selection process etc., please contact **Neele Meyer, Postdoc Center**.

For any other points of contact at Helmholtz Munich you involve here, please keep in mind that they might not be aware of the specificities of this program and refer them to the website.

Application Form for the Helmholtz Munich Postdoc Internship Program

PART I

General Information

First Name

Surname

Institute at Helmholtz Munich (in English, please write the full name, not just the abbreviation)

Department at Helmholtz Munich

If you are not based in or around Munich, please let us know your location

Doctoral Degree

Date of Doctoral Degree

If you have not received your doctoral certificate yet, please note that your thesis must be submitted to a university prior to application and the oral defense must have taken place before the start of the internship. It is not possible to conduct an internship before having defended your thesis.

Submission of the Thesis Date

Date of the Defense

This information is not required if you already obtained your degree.

Contract & PI

(Current) end of your working contract at Helmholtz Munich:

Name of your Principal Investigator/line manager:

Is there any other information we should be aware of regarding your contractual situation?

e.g. are you about to start a new contract next year? Are you going to change your PI/Department?

General Information about the Internship Partner

At which company/organization of the public or private sector would you like to conduct the internship?

Please mention the name and the location of the company here.

Which team(s) would you join during the internship?

The planned internship is

- in Germany close to my home so I will not need extra accommodation
- in Germany, but not close to my home so extra costs for housing will occur
- abroad

If extra costs for accommodation or travel need to be covered, make sure you fill Part II.

For countries where there might be restrictions to do an internship in as a Helmholtz Munich employee, please make sure you involve the Export Controls Team as soon as possible. It is not possible to conduct internship in countries in which a quarantine period due to the pandemic is required as these quarantine period cannot be covered by the program.

Planned Time Frame for the Internship

The earliest starting date for an internship would be **April 1, 2023**. the latest starting date for a 3 months internship would be **January 1, 2024** as the funding for the internship program needs to be spent before **March 31, 2024**. If you plan to start the internship in 2024, please note that it will not be possible to postpone the dates even if you face problems with visa applications or other unforeseeable changes.

Start internship (dd/mm/yyyy): [Klicken oder tippen Sie hier, um Text einzugeben.](#)

End internship (dd/mm/yyyy): [Klicken oder tippen Sie hier, um Text einzugeben.](#)

The internship be conducted: Full-time Part-time

Please note that you need to have specific reasons if you want to conduct the internship part-time, e.g. if you usually work part-time. It is not possible to work part time at Helmholtz Munich and to do an internship part-time.

If a part-time internship is planned, please describe your reasons here:

[Klicken oder tippen Sie hier, um Text einzugeben.](#)

The idea of the internship is to give postdocs the opportunity to gain new experience so that they can make a more informed career choice. Hence, we have a few questions here to learn if you or your institute have already collaborated in the past.

Have you previously worked in your internship partner?

- Yes
- No

If yes, please elaborate: [Klicken oder tippen Sie hier, um Text einzugeben.](#)

Are you, your institute or your PI currently involved in or collaborating with this company/institution e.g. as part of a research project?

- Yes
- No

If yes, please elaborate: [Klicken oder tippen Sie hier, um Text einzugeben.](#)

Do you or your PI hold any shares in this company or have an official role (e.g. as founder, board member)?

- Yes
- No

If yes, please elaborate: [Klicken oder tippen Sie hier, um Text einzugeben.](#)

Any other connection to the company that we should know of?

Klicken oder tippen Sie hier, um Text einzugeben.

*If you have answered any of these questions with “yes”, please explain in the **Letter of Motivation** how you will benefit from doing an internship in this company beyond the past or current collaborations or connections.*

Confirmation

I acknowledge that I may not perform any operational work of economic value during the internship and that I am not entitled to any financial remuneration (see also the Hospitation Agreement).

Make sure that internship partner is aware that you would join them as an intern while you are employed at Helmholtz Munich. The internship partner may sign the provided **Hospitation Agreement to confirm your status. If the internship partner provides you with other forms or documents, please get in touch with us before sign any documents that might need to be checked first.**

To apply for the program, you would mainly need a Letter of Confirmation provided by the internship partner.

Participation in Evaluation & Peer-Training Element

If you are selected for the internship program, we would ask you to engage in one peer training activity to share your experience with others. A central goal of this program is to provide early-career researchers with new options to move between industry and academia and to show other researchers options to do so.

This activity could e.g. be a social media campaign, organizing a company visit for Helmholtz Munich researchers, participating in a talk about your experience – you can be creative here! Please mention ideas for such a peer training activity in your Letter of Motivation.

Similarly, we will conduct a few short surveys during the internship to learn more about your experience.

Please confirm that you agree to participate in both:

I confirm that I would be willing to conduct one peer training activity and participate in the respective surveys.

General Confirmation

I confirm that all information given here is correct and that I have filled the form to the best of my knowledge.

Date:

Signature (Applicant) _____

PART II

Calculation of Travel and Accommodation Costs

Please only fill this section if you are planning an internship which is not at your current location.

In case accommodation and travel costs will arise during your internship, please calculate the expected costs here. Your costs would be reimbursed similar to a business trip/Dienstreise in accordance with the regulations of the Federal Travel Expenses Act.

We can cover accommodation and travelling costs (from and to the location of your internship) **up to max. 6000 € per internship**. Please include a general calculation here. You would be reimbursed the actual costs later on (or potentially with an advance). If you are e.g. planning to travel to the internship location by car, you could calculate costs in accordance with the Federal Travel Expenses Act.

The Internship Program does not include a daily allowance. We cannot cover visa costs and visa-related costs. If you are planning to combine the internship with a holiday, please note that you might need to observe the rules for business trips combined with private trips.

For more information about the Federal Travel Expenses Act, please refer to [the information page and FAQ in HINT](#) (this page is currently not accessible, in case of doubt, please contact FA-Travel).

Estimation of housing costs: Klicken oder tippen Sie hier, um Text einzugeben.

Estimation of travel costs: Klicken oder tippen Sie hier, um Text einzugeben.

Total costs: Klicken oder tippen Sie hier, um Text einzugeben.

Any details you want to share here?

Klicken oder tippen Sie hier, um Text einzugeben.

For example: how do you plan to travel to internship location, average housing costs etc.

Do you need a visa to travel to the location of your internship?

- Yes
- No

Have you already informed yourself about the type of visa which you would require for an internship, the duration to apply for a visa and the process?

- Yes
- No

For visa-related questions, the International Staff and Dual Career Services would be the right point of contact at Helmholtz Munich. We would like to raise awareness here that you might need a special visa to conduct an internship in specific countries which requires a respective time-consuming application process.

PART III

PI Confirmation Postdoc Internship Program

First Name PI:

Surname PI:

Name of the Postdoc applying for the Program:

Please confirm the following points:

- I confirm that the applicant discussed his:her application for the internship program with me. I agree that s:he can conduct an internship during the mentioned time frame if s:he is selected for the program.
- I am aware that the internship is part of the applicant's career development and not part of current projects.
- I am aware that the applicant will still be employed in my group for the duration of the program but will not continue his:her regular research activities during the internship period. I confirm that the applicant's absence will be covered and planned accordingly.

Note: As part of the application form, we ask the applicant if s:he or his:her institute/PI are already collaborating with the respective internship partner or involved as a partner, as part of joint research projects etc. If this is the case, please make sure that the applicant is aware of any such connections.

- I confirm that the applicant has been provided with all necessary information.

Date:

Signature (PI) _____

Part IV

Motivational Statement

Please describe in max. 1 page your motivation and your goals for this internship, or what you hope to experience and how this will be beneficial for your career development.

As this is a career development program, make sure you describe how this internship would e.g. help you to make career choices in the future (for a role, sector, or a choice between academic and non-academic careers), to collaborate with new partners, or provide you with skills and experience that will help you facilitate a smooth career transition (e.g. provide you with experience commonly required for entry positions).

A few more tips & information to include:

- ❖ Please make sure the letter is not too technical and that you make it sound professional, yet conversational, so it can be understood by someone who is not from your field of research.
- ❖ If you have answered questions about previous or current links with the company/institution with “yes”, please remember to elaborate how you will benefit from doing an internship in this company beyond the past or current collaborations or connections.
- ❖ Please also mention your ideas for a peer training activity mentioned above.