GUIDELINES FOR COMPLETING THE APPLICATION

Copenhagen Bioscience PhD Programme

This document contains guidelines to help candidates complete the application form for the Copenhagen Bioscience PhD Programme correctly. We recommend reading the guidelines carefully and having this document available while completing the application.

October 2021

Guidelines for completing the application

General instructions

Filling in the fields
- All fields must be completed in accordance with these guidelines and the instructions provided in the application form. If there is any discrepancy between the instructions in the application form and these guidelines, the instructions in the application form take preference.
- Abbreviations should be defined the first time they are used.
- The maximum character limit for each text field may not be exceeded. Character counts include spaces, but not line changes.
- To prevent loss of data, it is essential to press "Save Draft" before you leave the application system or navigate other sections in the system.

Submission
- The application must be submitted electronically via the NNF's application system. It is not possible to submit an application or any part of it by standard mail or email.
- Please note that references must be provided through the system in order to submit your application.
- It is only possible to submit one application per centre. If the applicant submits applications to more than one centre, they will all be considered.
- If the applicant wishes to make changes to a submitted application before the submission deadline, it is possible for the applicant to re-open the application. Please be aware that a re-opened application must be re-submitted before the deadline to be evaluated.
- Applications cannot be modified after the submission deadline: 17 January 2022 (14.00 CET).
- Once the application has been submitted, a confirmation of receipt will be sent to the applicant via the email address provided in the application. If the applicant does not receive a confirmation of receipt, the applicant should contact the NNF as soon as possible by sending an email to the following address: norma-support@novo.dk

Confidentiality
- All applicant and application information will be treated as confidential.

NNF's standards for use of personal information:
In connection with the NNF's processing of your personal information you are entitled to:
1) Request access to processed personal information about you,
2) Object to the processing of your personal information, and
3) To have incorrect or misleading personal information or personal information processed in violation of mandatory law deleted, corrected or blocked.

The Novo Nordisk Foundation, Tuborg Havnevej 19, 2900 Hellerup is the data controller and LXP Consulting, Arne Jacobsens Allé 16, 3. Sal, 2300 København S, may as data processor receive and process personal information on behalf of the Novo Nordisk Foundation.

New user registration
- To apply for the Copenhagen Bioscience PhD programme the applicant must register as a user in the NNF grant application system NORMA.
- The NNF grant application system can be accessed through the "Apply" button on the Copenhagen Bioscience PhD programme application webpage on the NNF website: http://novonordiskfonden.dk/en/content/copenhagen-bioscience-phd-programme. The link leads to the login site, where a new user registration link is found beneath the login for existing users "Register".

Notes for new user registration
- Please enter first name, last name, email address, gender, nationality, country, and date of birth in the registration form. Then press "Submit".
- You will receive an email with your first-time password to access the system.
- After your first login, you must change your password. Your password must contain both letters and numbers and have a minimum of 8 characters.

## Creating and completing your profile

- After login, you need to update your profile in order to apply.
- Press the small arrow next to your name in the upper right corner and choose "My profile".

Personal information:
- Please fill in all mandatory fields. Mandatory fields are indicated with a red asterisk (*).
- If you have an ORCID[1] please provide that in your profile.

Creating and completing your application

- Select 'Applicant Portal in the top right corner.
- Then select 'COPENHAGEN BIOSCIENCE'. You will find one application call per centre.
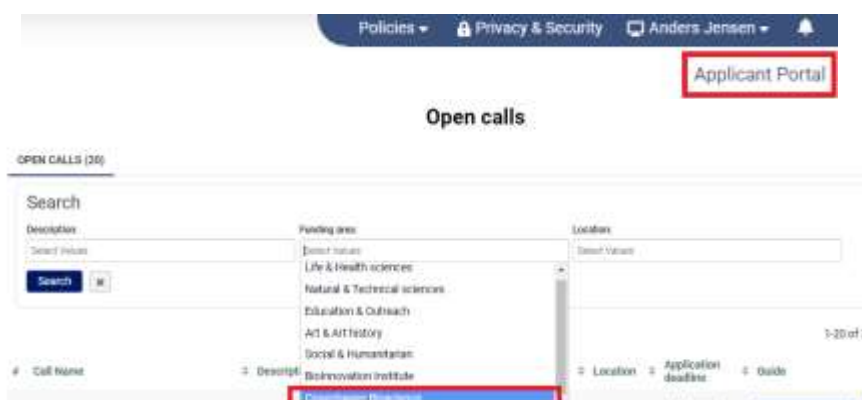

- Select the centre that you wish to apply to by clicking 'Apply Now'. You can apply to more than one centre, but you can only submit one application per centre.
- The "**Main**" and "**Invitations**" tabs are in the left-hand menu.
- Under the "**Main**" tab, you must fill in all information needed for your application. Please read the instructions in the "Show/Hide instructions" section at the top of the page.
- Under the "**Invitations**" tab, you must provide the names and email addresses of two academic references. Please note that you need two references in order to submit your application. You must ensure your referees are contacted in due time before the application deadline.
- After having invited two or more referees, you can view the status of their invitation and whether their references have been submitted using the "View Referee Form Status" button above the application tabs. You will also be notified by email when a reference is submitted. Note that you will not be able to see the actual references yourself.

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[1] ORCID (https://orcid.org/) is an independent non-profit ID that is used to identify scientific authors. Please provide your ORCID in this format: 1234-1234-1234-1234.

MAIN TAB

- Some information on the "Applicant" tab is pulled from your user profile and cannot be edited on the application form itself. Should you need to update this information, you can access your profile in the upper right corner of the form (as described in the section "Creating and updating your profile"). The updated information will become visible in your application.
- Then update the following three sections by clicking on the relevant tabs: "Motivation", "Appendices", and "Declarations".
- When filling in the textboxes, you can copy text from a Word processing program or write directly in the box.
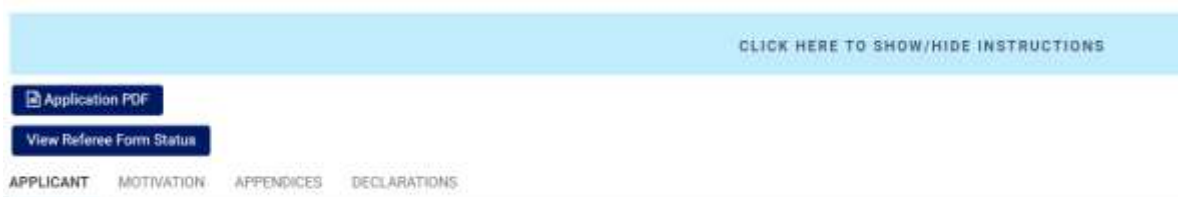
APPLICANT TAB
Education
- Please provide information about your educational background. You may enter a maximum of three degrees. Please start with your most recent degree.
- If you are still enrolled as a student and did not yet receive your degree, please provide information about the degree you expect to complete, your expected graduation date, and calculate an estimate of your GPA based on your grades so far. Please note that upon admission you must provide the university with the proper documentation to support your application, and that you must expect to have completed your degree no later than September 1, 2022.
- Select type of degree in the drop-down menu. If your degree is not on the list, please select "other" and specify the degree in the text-field that appears.
- Enter your Grade Point Average (GPA) converted to the US system using 4.0 scale. Please use http://www.scholaro.com/gpa-calculator/ for conversion.
- Enter information about your "Original grade/score" if you have converted your grades.
- Provide a short explanatory text (e.g., title/subject and any other relevant information) about your degree.
- If relevant, please provide information about any additional degrees that you have obtained.

Current Occupation
- Please choose the type/area of occupation. Depending on your choice fill in the appropriate information.
- If your academic institution does not appear in the search, please check the box: "My institution is not in the list", and then provide the name of your institution in the text-field.

Experience
- Indicate your total number of **months** of independent research experience. Independent research experience refers to time spent in a laboratory or other research environment, most likely working full-time and conducting a research project driven independently of any study programme.
- In the text box, provide a description of your independent research experience. Include information about the research project, the lab (specifying the institution and supervisor), and the duration of your project. You may also include information about unpaid internships or projects, making clear if they were unpaid or part of any study programme, and describing aspects of the project that you worked on independently.
- If relevant, please provide information about peer-reviewed publications, grants, and awards.
- Character limits, and the number of used characters, are indicated below the text fields.

MOTIVATION TAB
- In the first text box, describe your research background and your research interests. Explain why you are a good fit for the Copenhagen Bioscience PhD programme and the research centre you are applying to. If you are also applying to another research centre, you can mention that here.
- In the second text box, explain your interest in specific research area(s) and/or supervisor(s) (from the list of potential supervisors) at the centre you selected.
- Character limits, and the number of used characters, are indicated below the text fields.

APPENDICES TAB
- Upload a one-page CV in pdf-format. You can upload this by pressing the blue "Upload" button in the "File Manager". Drag and drop files or use the "Browse" button to find the file to upload.
- Please note that you can only upload one file and that it cannot be larger than one A4 page. After uploading your CV in the file manager, close the File Manager window by pressing the "X" in the upper right corner.
- Upload your diplomas and grade lists. If your diplomas and grade lists were issued in a language other than English or any of the Scandinavian languages, you must also provide an official translation to English. Translations of university degrees must be provided by the university or by an official translator and should be stamped accordingly.
- If required, please upload documentation for English proficiency. Proof of English proficiency is not required if you have completed a university degree in English. We accept TOEFL, IELTS, GRE, Cambridge Advanced English, or other internationally recognized certifications of English language proficiency.
- You can upload files by pressing the blue "Upload" button as seen below. In the "File Manager", you can then drag and drop, or use the "Browse" button to find the file to upload.

- Please note that you can only upload pdf-files.
- After uploading your documents, close the File Manager window by pressing the "X" in the upper right corner.

If you cannot provide your diploma(s) or English test results before the deadline, you should clearly explain the reason in your application, as well as the expected date that the test results will be provided.

DECLARATIONS TAB
- To be able to submit your application, you must approve that the Novo Nordisk Foundation share the information provided in the application with the Human Resources departments at the University of Copenhagen or the Technical University of Denmark in order to assess your qualifications for the Copenhagen Bioscience PhD Programme.

INVITATIONS

- Your application must be supported by a minimum of two references. We recommend that at least one of the two referees has directly supervised you during your independent research experience, or other lab project work. Academic supervisors (or teachers) who know the applicant well are also acceptable referees.
- You may invite more than two referees, but we recommend two or three as optimal.
- Provide the name (first and last) and email address of your referee. Select 'Referee' under the 'Role' heading.
- For each referee you wish to add, click the "+" icon and fill in the fields that appear.
- After filling in the fields, click "Invite". The system will send an email to the referee asking them to accept to be a referee. The status will change to 'Invited' in your application.
- Once your referee accepts to provide a reference, the status will change from 'Invited' to 'Accepted'.

- When your referee submits their reference, you will receive a notification to the email address that you have used to register.
- It is your own responsibility to make sure that you have a minimum of two references before the application deadline. Please note that you will not be notified if one of your referees declines. However, you can follow the status of your invitation using the "View Referee Form Status" button on the application form. The status will be indicated as one of the following three categories:
  1. 'Accepted' means that the referee has accepted the online invitation and should have received an email with login details to the application platform.
  2. 'Draft' means that the referee has logged in to the application system, but the reference has not been submitted yet.
  3. 'Submitted' means the referee has submitted the reference.

Accessing and submitting your application

- After your application has been created, and while it is in the process of being completed, you can access your application through "My applications" in the "In progress" tab. You can open and edit your application from here.
- You can view your application at any time as a pdf by pressing the blue "Application PDF" button. Please remember to save a draft before generating the pdf.
- When all mandatory fields have been completed, and when two referees have submitted their references, you will be able to submit your application. If any mandatory information is missing from your application, you will not be able to submit your application. In this case the system will let you know what is missing, and clicking on the missing piece of information will take you directly to the field on the application form
- You can submit your application and re-open it any time to add information before the deadline. Please remember to re-submit your application as a final step.
- After submitting the application, you will receive an email confirmation. If you do not receive an email confirmation, please contact the NNF (norma-support@novo.dk) immediately.
- Once submitted, your application will be moved from "In Progress" to the "Submitted" tab. From the "Submitted" tab, you can access your application. It is the responsibility of the applicant to submit in due time.
- To log out of the application and system, please select "logout" in the upper right corner.

> IMPORTANT! You can submit your application and re-open it to correct or add information any time before the deadline. However, please remember to re-submit your application as a final step!

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