**Sackler Faculty of Medicine**

**Guidelines for PhD Applicants from Abroad**

**Before You Submit Your Application:**

Prior to submitting your application forms and scheduling your admissions interview, you must find a faculty member willing to serve as your PhD supervisor.

We recommend you take the following steps when choosing your PhD supervisor:

1. When you choose a supervisor, you also choose his or her research lab. Before you decide to join a lab, take a close look at the work being done in it. You can do so by carefully searching available sources and databases and by reading recent publications based on the lab’s activities from the last five years. Are you truly interested in the lab’s work? Do you find its research methods interesting?
2. During your initial conversation with each potential supervisor, try to discover as much as you can about the availability of resources you will need in order to complete your PhD requirements, including financial support, equipment, and technological knowledge and skills.

Inquire whether the potential supervisor is able and willing to offer you a stipend to cover living expenses. Note that the policy of the Graduate School of Medicine is to offer living stipends only if half of the stipend is covered by the student’s supervisor.

Also try to find whether the potential supervisor’s willingness to supervise you is conditional upon your eligibility to receive a scholarship from the Faculty of Medicine. **Please note that admission to PhD studies neither depends upon nor guarantees financial support by the Sackler Faculty of Medicine.**

1. Consult students formerly and currently employed in the lab in order to learn about the atmosphere at the lab, the nature and quality of the instruction provided to students, the potential supervisor’s availability, and the level of cooperation between members of the research team.
2. Find whether lab members are required to sign any confidentiality agreements. Remember that academic freedom involves willingness to divulge all research results to peer review. In case of doubt, please contact and consult the office of the Graduate School of Medicine. You may also consult the schools’ Students Affairs Committee.
3. The office of the Graduate School of Medicine and the research student committees of the school’s various departments will be glad to assist you with any issues you might experience regarding your supervisor, your lab, or other aspects of your studies.

**The Application Process:**

Please download the application forms from the website of the Graduate School of Medicine. Submit the completed forms to the office of the Graduate School of Medicine, along with all other required documents and materials. **Employed applicants must submit a document from their employer confirming the extent of their employment. They must also complete the “Six Terms” document available for download at the school’s website.**

Applicants who meet the school’s basic admissions requirements will be invited to an admissions interview.

**After You Submit Your Application:**

The admissions interview is conducted by Skype or over the phone with a member of the admission committee. The goal of the interview is to assess the PhD applicant’s knowledge and skills. Final admission decisions are made following the interview. Admitted applicants are ranked as either “regular” or “outstanding,” with the latter having a better chance of securing an expanded scholarship.

In the interview, applicants are asked about their previous MA work (or their BA research project in the case of applicants who have taken the direct PhD track) and about their projected area of PhD research. Applicants must exhibit familiarity with the projected area of research, including their research goals; their own contribution to the projected research; the research tools and methods they will be using; and the type of research involved (basic research, population research, human or animal subjects, bioinformatics, etc.). If the projected research is to involve human or animal subjects, the applicant must know whether such involvement has been approved.

The departmental research student committee then decides whether to admit the applicant to the probationary PhD track, and whether any outstanding academic or administrative requirements must be met prior to the applicant’s commencement of PhD studies. The committee submits its admission recommendations to the Academic Office of the Graduate School of Medicine. Final admission decisions are made by the Academic Office and sent to the applicants. **In some cases, the Academic Office may require additional documents, to be submitted to the main office of the Graduate School.** Admissions come into effect only once the applicant has completed all registration procedures and paid the required tuition and fees.

Registering applicants may submit a scholarship application to the Graduate School’s Scholarship Committee, subject to their chosen supervisor’s approval and participation. The committee considers all scholarship applications after the interviews are held and sends its decisions to the applicants and their respective supervisors.

Students in the probationary PhD track must submit a summary of their findings by the end of their first year of study. Successful defend of this thesis to the selected ad-hoc committee and completion of courses is prerequisite for acceptance to the regular PhD track. Student in regular PhD track must submit a research plan by the end of the first year, and further progress reports must be submitted annually. A final report must be submitted prior to submission of the dissertation.

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**Applicant’s name Date Signature**