

Tips to submit a good application

HKU-Pasteur Research Pole / Pasteur Institute in Ho Chi Minh City workshops provide an informal setting for an international group of students to engage in discussions with leading scientists who make time in their busy agendas to come to Ho Chi Minh City because of the reputation of these courses.

These notes are offered to help you prepare the best application and maximize your chances of success. If you do not put time and effort to prepare your application, you may expect the same lukewarm reaction from the selection committee. Remember that this is an advanced course and that only 30-35% of candidates are accepted. It is up to you to demonstrate that you are in the top echelon and good luck with your application!

Please read and follow the instructions carefully. If you are unable or unwilling to follow the desired format, the selection committee will question your motivation and significantly lower your score.

1. & 2. Complete all items indicated in 1 and 2. Use N/A (not applicable) where appropriate.

3. Your current situation.

Make sure that you correctly indicate your main language of instruction. Example, if it is “English”, then cross/tick the appropriate box to the left, if it is “other”, then cross/tick the box and specify the language of instruction as requested.

4. Academic qualifications

List only your tertiary education, that is Bachelor (or University), Master and/or MPhil, PhD and/or MD. Please make sure that the date of conferral is clearly indicated.

5. Awards and honors

List only those obtained during your tertiary education (see above).

6. Research/Professional experience

Please indicate only your participation to research projects that lasted at least 6 months. Add the research topic or significant keywords. Example:

Institution	Position / Staff Grade	Topic	Mode	Employment Period	
				From	To
Infectious diseases department, University of...	Research Associate	Host determinants of influenza virus transmission	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	06 / 2006 Month/Year	06 / 2007 Month/Year

7. Career objectives

Please select them carefully. Ticking all the boxes will simply show that you are undecided and that will put you at disadvantage with respect to other candidates. If your future objectives do not match with your current studies, explain so in the sections below (8 or 9, where most appropriate). For example, if you want to pursue a career in industry and the private sector

but your current project addresses very fundamental mechanisms, then say in section 9 why you want to change and, if applicable, why this course may be helpful.

8. General outline of current research project

This is one of the two most important sections, as being able to clearly summarize your current research project or work assignment will speak louder than your education in defining your intellectual ability, as we cannot have individual interviews. Take time, be clear, define the biological problem, how you are tackling it, how you are developing your ideas. We are not interested in specific results (which will be treated confidentially), but in evaluating your ability to present and solve a scientific problem, or carry out a specific task (if you are working in a diagnostic lab or in a private company). You should put a great deal of effort into this part.

9. What do you expect from this course?

This is as important as the previous section. You should describe why you think that this course and this program are of interest to you. Is it general curiosity; is it relevant to your current research/work or to your immediate plans for the future? What do you know of the subject; of the invited speakers? General statements that can be applied to any course, such as “....the quality of the speakers....”, “...the main topic of the course is very interesting....”, will weaken your application. As above, give it your best shot!

10. List of publications

Please cite only those that appear in PubMed, no abstracts, no submitted articles and no papers in press that cannot be evaluated by the committee. Please use a standard citation format, with all authors (your name should be in bold and underlined), year of publication, title, journal, volume and page numbers.

Example:

Smith HJ, Ross JM, Xi YL, Wong KH (2011) Influenza is a viral disease. *J Virol* 56:234-244.

11. Conference presentations

Please include only international meetings in English and specify whether it was an oral or poster presentation. In either case you must have been the PRESENTING AUTHOR.

Example:

Smith HJ, Ross JM, Xi YL, Wong KH. Influenza is a viral disease. Options for the Control of Influenza VII Hong Kong, 3-7 September 2010 (Poster).

12. Reference letters

It is important that you secure two letters of recommendation from your current/former supervisors or faculty members familiar with your activity. Remember that senior scientists may have many commitments, so plan ahead and ask them a letter well before the deadline. A strong and well-articulated letter will increase your chances of being selected.