Application for admission to the

PhD programme

Global and Area Studies with a special emphasis on Peace and Security in Africa

We thank you very much for your application to the PhD programme Global and Area Studies (with a special emphasis on Peace and Security in Africa). Please be informed in the following on the selection criteria as well as on deadlines and timetables. In case you have any questions, please see the Frequently Asked Questions section (FAQs) on our website first. For further enquiries related to the application process, please contact claudia.baumann@uni-leipzig.de OR solomon.h@ipss-addis.org.

Selection criteria

Decisions for admission are made by the GESI/IPSS selection committee upon the following criteria:

- study results (academic excellence) and quality/recognition of home institution having awarded the previous degree(s)
- quality of the exposé
- two recommendation letters
- motivation and academic potential
- match of previous degree(s) with the PhD course
- work experience and professional qualification
- language skills

Deadlines and timetables

- The complete application (application form and all necessary documents listed below) has to be e-mailed as a single PDF file and posted without folders, staples and paper clips to both the Global and European Studies Institutes in Leipzig and the Institute for Peace and Security Studies in Addis Ababa. Within two to three weeks after the postal application has arrived at both offices, a confirmation of receipt will be sent to the e-mail address the applicant indicated in the form.
- All applicants will be informed by the end of July at the latest about the outcome of their application.

At the end of the form, we provide useful information on how to carefully prepare your application both in digital and hardcopy form.

as per 01/2015

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PhD programme

Global Studies and Area with a special emphasis on Peace and Security Studies

Submission checklist

Please tick the boxes next to the documents you have included to your application package. Do not enclose any other documents to your application than the documents indicated below.

Note: Your application documents, no matter if by e-mail or post, must be arranged in the given order. Incomplete applications may be dismissed. If specific documents (e.g. master certificates) are only available to you after the application deadline, please inform us about this in an e-mail and send them to us as soon as you receive them.

Your postal application to Leipzig University AND Addis Ababa University includes the following documents

- ☐ completed and signed appl.form (num. pp. 1-4)
- ☐ chronological CV (3 pages maximum)
- ☐ letter of motivation
- ☐ exposé of your PhD thesis (3,000 words)
- ☐ above average certificate(s) of higher education which qualifies for PhD studies *
- ☐ proof of English skills *
- ☐ proof of nationality (passport copy)
- ☐ 2 passport size photos

Your e-mail application to claudia.baumann@uni-leipzig.de AND solomon.h@ipss-addis.org includes the following documents as a single PDF file:

- ☐ completed application form (num. pp. 1-4)
- ☐ chronological CV (3 pages maximum)
- ☐ letter of motivation
- ☐ exposé of your PhD thesis (3,000 words)
- ☐ above average certificate(s) of higher education which qualifies for PhD studies
- ☐ proof of English skills
- ☐ proof of nationality (passport copy)
- ☐ 2 passport size photos

* **Important:** The submitted documents must be either original or certified. Plain copies of documents or plain copies of certified documents do not comply with the application requirements and will be rejected. It is not sufficient to send original or certified copies to only one of the institutes.

Postal addresses

Leipzig University
Research Academy Leipzig
PhD Global and Area Studies (with a special emphasis on Peace and Security in Africa)
Emil-Fuchs-Str. 1
04105 Leipzig
Germany

Addis Ababa University
Institute for Peace and Security Studies
PhD Global and Area Studies (with a special emphasis on Peace and Security in Africa)
P.O. Box 1176
Addis Ababa
Ethiopia

The application form is a fully writeable pdf. We strongly recommend to fill it in on a PC before printing it out. Applicable boxes have to be checked (☑). For your convenience, we provide you with more information on input fields in lines with red framed numbers (1). Move the cursor over the red lines and read instructions. You may also find this information at the end of the form under the section general guidelines.

I Personal details

1	surname(s), birth name (if applicable)	first name(s)
2	birthplace (place, country)	date of birth (dd/mm/yyyy) ☐ male ☐ female
3	address of correspondence name/ c/o	nationality/nationalities
4	name (cont)	e-mail address (your main address)
	house/street	
5	zip code/PO Box	I am married ☐ yes ☐ no
6	postal district	I have children ☐ yes ☐ no
7	country	number of children ☐

II Reason for application and intended PhD

What reasons encouraged you to apply for the PhD programme? (10 lines max.)

8

9 topic of intended PhD

10 field of research

11 abstract of intended PhD
(15 lines max.)

III Educational and professional background

12 academic studies

degree	name of studies	final grade	date of graduation

13

from (mm/yy)	until (mm/yy)	university	place of university

14

subjects (indicate major and minor if applicable)

15

degree	name of studies	final grade	date of graduation

16

from (mm/yy)	until (mm/yy)	university	place of university

17

subjects (indicate major and minor if applicable)

18

degree	name of studies	final grade	date of graduation

19

from (mm/yy)	until (mm/yy)	university	place of university

20

subjects (indicate major and minor if applicable)

21 courses passed

title of courses	grade

22 language proficiency

language	level
	native
	native
	native
	native
	native

23 professional qualifications

24 time spent abroad

from	to	details (activity, place)
06/98	12/99	Example: project manager at Example Foundation in Zambia

25 work experiences

from	to	details (occupation/activity/internships)
01/97	05/98	Example: desk officer at Example Company PLC

26 further education

27 references
(name and contact details of two individuals who could provide letters of recommendation for you.)

place, date (dd/mm/yyyy)

signature

General guidelines

These guidelines are meant to give you useful input to carefully prepare your application for the PhD programme.

How to complete the application form

1 *Surename(s), first name(s):* Indicate the complete name as it is shown in your passport, even though you usually only use one of your surnames or first names in your everyday communication.

Birth name: In case, you have changed your name (e.g. due to marriage), indicate your former name, comma-separated, too.

2 *Date of birth:* If your exact date of birth is unknown or your documents show several dates of birth, fill in the date which is shown in your passport.

3 *Address of correspondence:* This is your postal address. If you want to indicate a PO Box in the line *zip code*, please type in *PO Box* followed by the number.

4 *E-mail address:* Do not enter more than one e-mail address and make sure to indicate the address you regularly use. Regularly check your spam folder for messages that might have been falsely tagged as spam.

8 *Reasons for application:* Summarize your motivation to apply for the programme. The field does not replace your motivational letter.

12 *Degree:* Please use common abbreviations of your degrees without dots, such as BA, MSc or MPhil.

Date of graduation: Please indicate the month and year of graduation, i.e. mmyy.

14 *Subjects:* Use comma-separated running text. Major and minor subjects should be indicated as such.

21 *Courses passed:* Indicate only the courses which are relevant to the PhD programme you are applying for.

22 *Language proficiency:* After typing in the language you speak, indicate the level by choosing an entry from the drop-down box next to it. If you've received a TOEFL/IELTS/CPE/CAE certificate, fill the name and result into the drop-down box, i.e. IELTS: 6.5.

23 *Professional qualifications:* This field is not for academic studies. You may indicate, e.g., vocational trainings.

24 *Time spent abroad:* Indicate stays for educational or professional purposes but no holidays.

26 *Further education:* This field is not for academic studies or professional qualifications, you may fill in workshops and others here.

How to prepare the application

When e-mailed, the application form and scanned documents must be submitted as a single pdf document; i.e. after completing the form you have to convert it to a pdf file, e.g. by using Acrobat Professional or a free pdf converter like PDFcreator. The documents must be sorted in the order given above.

We kindly request you to reduce the file size, e.g. by changing your scanner settings from a very high resolution to a lower one. There is no need to scan the printed-out application form to get your signature into the e-mail application. The signature is of importance for your hard-copy versions.

The hard-copy applications have to be sorted in the order given above. Make sure you include all necessary documents. If specific documents are only available after the deadline please indicate this in an e-mail to claudia.baumann@uni-leipzig.de and hand them in as soon as you get them.