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## Application Materials

*General information about applying - please read carefully!*

In order to apply, please submit your application electronically by creating an account on <https://campusnet.jacobs-university.de>.

You will find a list of what your application should include below.

Please only upload files in PDF format. To create PDF files you can download a free version of [PDFCreator](#).

If you have any questions regarding the admissions process, please consult the FAQ on our website after carefully reading the website or contact our Admissions Officer.

### Application Materials for BIGSSS/DAAD-GSSP GloWel PhD Fellowships

Candidates are asked to submit the following application materials via the [online admissions system](#):

#### 1. PERSONAL INFORMATION FORM

- Please note that there is no official “application form”. Instead, applicants are requested to fill in all required fields in their online application regarding personal information, contact data, and information on their professional background, and submit the documents described below.

#### 2. CURRICULUM VITAE

- Your CV should include information on your educational and work history, publications, language abilities and extracurricular interests. You must include a statement in your CV on transferable skills.

#### 3. PRELIMINARY DISSERTATION PROPOSAL

- We do not expect you to have a final version of your research proposal upon application. Nonetheless, we ask for a well-developed version of your preliminary dissertation proposal.

It should be written in English, be between 5 and 10 double-spaced pages in length and include the following elements:

- (1) Summary
  - (2) State of research (highlighting theoretical and empirical debates on your topic and deficits in the literature that your project would address)
  - (3) Your research experience/competence in the field
  - (4) Objectives, methods and work plan (be very specific about the methods used and the stages of the work plan)
  - (5) Bibliography
- Please note: By submitting your application, you consent to have your dissertation proposal checked for plagiarism.

## 2. ONE-PAGE PROPOSAL ABSTRACT

- Please provide a one-page (double-spaced) abstract of your dissertation proposal.

## 3. STATEMENT OF PURPOSE

- Your statement of purpose (max. 2 double-spaced pages) should provide a clear picture of your academic and professional interests, background, and career plans. It should also describe how your interests fit in with the BIGSSS/ DAAD-GSSP GloWel PhD program and the selected project line(s).
- You must indicate 1 potential supervisor(s) from the GloWel for your proposal. Please be sure to check the webpages of the BIGSSS/ DAAD-GSSP GloWel project lines for guidance concerning potential supervisors. Please note that you should not contact the potential supervisors directly. Instead, it is sufficient that you indicate their names in your Statement of Purpose and list them in our online admissions system. We will review your choice(s) during the application process.
- Should you have specific questions regarding who to choose, we advise that you forward your question to our Admissions Officer who will then consult within BIGSSS in order to ensure that you get the feedback you need.

#### 4. STATEMENT OF SKILLS AND EXPERIENCE WITH METHODS OF EMPIRICAL SOCIAL RESEARCH

- Please provide information on your knowledge of research methods (including methods courses taken).

Applicants from disciplines with little or no standard methods training should provide other pertinent information on relevant research skills. Statements must have a length of at least 1/2 a double-spaced page.

#### 5. MA/BA/DIPLOM/MAGISTER CERTIFICATES

- Please provide a pdf-document of each degree certificate earned, e.g. Bachelor and Master (max. 4 documents). If a certificate is not issued in English or German, provide a certified German or English translation. If you are shortlisted, we will ask you to bring a notarized (or officially certified) photocopy of your original certificates and of the English or German translation.

#### 6. UNIVERSITY GRADE TRANSCRIPTS

- Please provide pdf-documents (max. 4 documents) of your official grade transcripts. If work is in progress, you should submit a supplementary transcript at the end of the term. If a transcript is not issued in English or German, provide a certified German or English translation.
- If you are shortlisted, we will ask you to bring a notarized (or officially certified) photocopy of your original transcripts and of the English or German translation.

#### 7. CERTIFICATION OF ENGLISH PROFICIENCY

- We require proof of high C1-level English language skills or the equivalent. Please upload a certification of English proficiency in our online admissions system. For TOEFL scores, upload a copy of your personal score report – do not use the institutional code. Equivalent IELTS and CAE scores are also accepted. All scores must be officially reported and valid. (Please note that TOEFL and IELTS scores are valid for 2 years only.)
  - Scores:
    - TOEFL: paper-based 600, computer-based 250, internet-based 100
    - IELTS: Band 7.5
    - Cambridge Certificate: pass CAE
- Exempt from the English proficiency requirement are applicants who are native speakers of English or who have received either their Hochschulzugangsberechtigung (e.g. passed their A-

levels) or earned a higher educational degree at an institution where the language of instruction is English.

## 8. TWO RECENT LETTERS OF RECOMMENDATION

- Request these from persons who are qualified to evaluate your academic and professional qualifications, familiar with your academic achievement and in a position to assess your potential for success in BIGSSS. At least one of these letters must be from a professor who has instructed you.
- You should upload references in PDF format in the appropriate section of your application. Alternatively, referees may opt to send their references directly to our Admissions Officer by email or post.
- Each applicant is also asked to provide contact information for their referees in their online application to BIGSSS.
- If you are shortlisted, we may ask you to bring your letters of recommendation in hard copy. We reserve the right to contact your referees directly.

### Additional Information about Online Applications

- Only include documents in pdf-format. You can download a free version of [PDFCreator](#).
- Please submit these documents electronically:
  - (1) one pdf containing your CV,
  - (2) one pdf containing your Preliminary Dissertation Proposal,
  - (3) one pdf containing your Proposal Abstract,
  - (4) one pdf containing your Statement of Purpose,
  - (5) one pdf containing your Statement of Skills,
  - (6) pdfs including scans of your Degree Certificates and Grade Transcripts (and certified translations, if applicable),
  - (7) a pdf including your English Language Test Score (if applicable),
- In the first application stage, we require our applicants to upload scans of the original documents supporting their application to BIGSSS, however please bear in mind that if you are shortlisted, we will ask you to provide the originals of the following documents:

- Degree Certificates (a notarized, or officially certified, photocopy of each degree certificate earned)
- University Grade Transcripts (a notarized, or officially certified, photocopy of each grade transcript earned)
- hard copies of your letters of recommendation.