



Application for admission to the
PhD programme
Global and Area Studies with a special emphasis on Peace and Security in Africa

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 application to Leipzig University AND Addis Ababa University includes the following documents as a single PDF file:

- completed and **signed** appl. form
- 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*
- 2 letters of recommendation
- proof of English skills*
- proof of nationality (passport copy)
- 2 passport size photos (in the digital application the photo must be sent as a separated file)

* Important: The submitted documents must be either original or certified copies. 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 in Leipzig and Addis will be communicated to selected applicants.



This 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 and instructions at the end of the form under the section “guidelines”.

I Personal details

Surname (s), birth name (if applicable)

First name (s)

Birth place (place, country)

Date of birth (dd/mm/yy)

Address of correspondence
Name/ c/o

Nationality / nationalities

Street / House

E-mail address (your main address)

Zip code/PO BOX and Postal District

Title Ms Mr

Postal district

Country

II Reason for application and intended PhD

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

Topic of intended PhD



Abstract of intended PhD (15 lines max)

[Redacted area for abstract]

III Educational and professional background

Academic studies

Degree (1)	Name of studies	final grade	date of graduation
[Redacted]	[Redacted]	[Redacted]	[Redacted]
From (mm/yy)	until (mm/yy)	university	place of university
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Subjects (indicate manor and major if applicable)

[Redacted area for subjects]

Degree (2)	Name of studies	final grade	date of graduation
[Redacted]	[Redacted]	[Redacted]	[Redacted]
From (mm/yy)	until (mm/yy)	university	place of university
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Subjects (indicate manor and major if applicable)

[Redacted area for subjects]

Degree (3)	Name of studies	final grade	date of graduation
[Redacted]	[Redacted]	[Redacted]	[Redacted]
From (mm/yy)	until (mm/yy)	university	place of university
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Subjects (indicate manor and major if applicable)

[Redacted area for subjects]

Language proficiency

Language	Proficiency
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]



Professional qualifications

Time spent abroad

From	To	Details (activity/place) Example: project manager at Example Foundation in Zambia

Work experiences

From	To	Details (occupation/ activity /internships) Example: desk officer at Example Company PLC

Further education

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

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Funding

Have you already applied for a grant?

- Yes
- No, I have other sources of funding.

What kind of financing is envisaged?

Place/date (dd/mm/yy)

Signature



General instructions for the application 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 websites first. For further enquiries related to the application process, please contact janine.klaege@uni-leipzig.de OR yohannes.t@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 to the following addresses: janine.klaege@uni-leipzig.de, yohannes.t@ipss-addis.org AND academicprogrammes@ipss-addis.org. Only selected candidates will need to post the application documents 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 application has arrived at both offices, a confirmation of receipt will be sent to the e-mail address the applicant indicated in the form.

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



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

Surname(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.

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.

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.

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.

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

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.

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

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 have received a TOEFL/IELTS/CPE/CAE certificate, fill the name and result into the drop-down box, i.e. IELTS: 6.5.

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

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

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 and remember that signature is of importance for application and for the hard-copy version that we will require if you are accepted.

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.

If specific documents are only available after the deadline, please indicate this in an e-mail to janine.klaege@uni-leipzig.de and yohannes.t@ipss-addis.org and hand them in as soon as you get them.

When you are asked for the hard-copy application, please sort it in the order given above. Make sure you include all necessary documents.