

## BIGSSS Affiliated PhD Program – Application Materials

### General information about applying - please read carefully

Please submit your application for the BIGSSS Affiliated PhD Program in one single PDF file via email to [admissions-officer@bigsss-bremen.de](mailto:admissions-officer@bigsss-bremen.de).

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

We can only accept documents in pdf-format. You can download a free version of [PDFCreator](#).

If you have any questions regarding the admissions process, please check our website for information on the [BIGSSS Affiliated PhD Program](#) or contact our Admissions Officer at [admissions-officer@bigsss-bremen.de](mailto:admissions-officer@bigsss-bremen.de).

### Application Materials for Affiliated PhD Fellowships

Candidates are asked to submit the following application materials:

1. PERSONAL INFORMATION FORM
  - Please note that there is no official “application form”. Instead, applicants are requested to submit the documents described below and provide us with personal information, contact data, and information on their professional background.
2. CURRICULUM VITAE
  - Your CV should include information on your educational and work history, publications, language abilities and extracurricular interests (max. 2 double-spaced pages, incl. a statement on transferable skills).
3. LETTER OF SUPPORT BY FIRST SUPERVISOR
  - Please provide a letter of support written by the head of the project which lends support to the application and confirms that you are able to take part in the BIGSSS program and meet all curriculum-related demands of the Affiliated Fellow status at BIGSSS.
4. PROPOSAL DRAFT WITH A FOCUS ON RESEARCH QUESTION(S) (1-2 PAGES)
  - Please provide a draft of your dissertation proposal (double-spaced).
5. 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

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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.

#### 6. MA/ DIPLOM/MAGISTER CERTIFICATES

- Please provide a pdf-document of your Master's degree (or equivalent). If a certificate is not issued in English or German, provide an English or German translation. If you are shortlisted, we will ask you to bring a notarized (or officially certified) photocopy of your original certificates and any translations.
- If you are shortlisted without an employment contract at UB or CU (e.g. because you are on a scholarship) and you hold an international degree, this degree must be assessed and certified prior to admission (Please contact us if you have any questions).

#### 7. CERTIFICATION OF ENGLISH PROFICIENCY

- Proof of C1-level English language skills or the equivalent is required. These skills are assessed informally at BIGSSS, but you may include a certificate.
  - 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.
- No previous knowledge of German is required.