Application Information

BIGSSS-DAAD Graduate School Scholarship Program
"Global Dynamics of Social Policy and Social Cohesion" (GSPSC)

General information about applying - please read carefully!

> In order to apply, please submit your application electronically via **CampusNet**:
>
> https://campusnet.jacobs-university.de

Upload files in PDF format only. You may use a free version of the PDFCreator for this.

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 Noha Mahmoud (admissions-officer@bigsss-bremen.de).

Application Material

Candidates are asked to submit the following application documents via the online admissions system CampusNet (https://campusnet.jacobs-university.de)

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) Introduction and problem description

(3) State of research (highlighting theoretical and empirical debates on your topic and deficits in the literature that your project would address)

(4) Your research experience/competence in the field

(5) Research question(s) and objectives

(6) Planned methodology and methods

(7) Work plan (table), including

  ➢ a schedule of your planned research work, and

  ➢ information about possible field studies/stays outside Germany.

  ➢ If you plan a field study/stay abroad, please submit also a short working plan and schedule of the field trip/stay (when, where, what, how long)

(8) Bibliography

Please note: By submitting your application, you consent to have your dissertation proposal checked for plagiarism.

4. 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 GSPSC PhD program and the selected project line(s).

You must indicate 1 potential supervisor(s) from the GSPSC for your proposal. Please be sure to check the webpages of the BIGSSS/ DAAD-GSSP GSPSC 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.

5. Statement of Skills and Experience with methods of Empirical 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 half a page (double-spaced).

6. Certificates of Educational Degrees (MA / BA / DIPLOMA / MAGISTER)

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.

7. 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.

8. Certification of English Language Proficiency

Proof of C1-level English language skills or the equivalent is required. 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.

In case your University language of instruction is not mentioned, you are requested to submit a letter from your University stating that the language of instruction was in English during your studies.

9. Two 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. The letters of recommendation should not be older than three years.

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 as **PDF**. You may use a free version of the PDFCreator for this.

Please submit these documents electronically as PDF:

(1) CV,
(2) Preliminary Dissertation Proposal,
(3) Proposal Abstract,
(4) Statement of Purpose,
(5) Statement of Skills,

(6) Scans* of your Degree Certificates and Grade Transcripts (certified translations, if applicable),

(7) English Language Test Score (if applicable).

* In the first 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.