

## Application for Scholarship – Doctoral Programme in Governance

### Information and documents to be submitted

We are unable to process incomplete applications. Please make sure that you have uploaded and submitted all required documents and information via the application portal. Please also ensure that the letters of reference are submitted by your referees on time via the application portal.

#### 1. Documents to be uploaded as separate pdf documents (documents with a \* are mandatory)

- Research proposal (1,500-2,500 words excl. references, bibliography or endnotes)
- Curriculum Vitae (max. two pages)
- Letter of Motivation (max. 250-400 words)
- Transcripts and certificates of all acquired (or to be acquired) university degrees
- English proficiency proof
- Additional documents (if applicable)

#### Please note:

- You will need to upload one file per requested document, max. 20 MB in total.
- Every transcript must include a transcript key (an explanation of the grading system).
- All transcripts and degree certificates need to be in English. If your university does not provide these documents in English, you must provide copies of the original along with certified English translations. Translations must be literal, i.e. grades should not be transferred into other grading systems.
- An English proficiency proof (TOEFL IBT 100, PBT 600, CBT 250; Cambridge ESOL qualifications CPE C, CAE B; or IELTS overall 7.0 incl. writing score 7.0). Proof of English proficiency may be handed in after the application deadline.

#### Format in which documents need to be uploaded:

- Lastname\_Firstname\_ResearchProposal
- Lastname\_Firstname\_CV
- Lastname\_Firstname\_Motivation
- Lastname\_Firstname\_diplomas\_and\_transcripts  
Please upload all degrees and transcripts together as one pdf.
- Lastname\_Firstname\_English

You must use the same naming convention for any additional documents you submit.

## 2. Additional information to be provided in the application form

- Completed application forms (general info, education history, proposed project)
- Abstract of research proposal (max. 400 words)

## 3. Potential supervisors or affiliation with one of our Centres of Competence

Your research proposal needs to fit the research interest of one of the Hertie School's potential supervisors or fit the research focus of one of our Centres of Competence.

Please check our list of potential supervisors and research at the Centres of Competence to make sure that your intended research proposal is in line with research carried out at the Hertie School.

In your application you may indicate potential supervisors or an affiliation with a Centre of Competence.

## 4. Letters of reference

In addition to your application, submitted via the application portal, we require **two academic letters of reference to process your application. These have to be uploaded by your referees via the application portal.** We do not accept letters of reference sent by the applicant or the referees via email. **Reference letters must be on letterhead and signed.**