

INTERFOLIO USER GUIDE: APPLYING TO THE DOCTORAL PROGRAMME IN GOVERNANCE

When you open the applications portal, you will be directed to the applications page for the Doctoral Programme in Governance. You can begin the application process by selecting 'Apply Now'. Please read the instructions carefully before beginning your application.

PhD Scholarships in Governance

Hertie School: PhD Unit at the Hertie School

Location	Open Date	Deadline
Berlin, Germany	Nov 15, 2021	Jan 16, 2022 at 11:59 PM Eastern Time

Description

The Hertie School is offering eight PhD scholarships to outstanding master's students interested in pursuing a PhD in its Doctoral Programme in Governance as of 1 August 2022.

The Hertie School offers doctoral education in the social sciences in an international and multidisciplinary setting. To find answers to today's social, political, legal and economic challenges, our doctoral researchers work with distinguished scholars in their discipline or at one of our Centres (Centre for Digital Governance, Centre for Fundamental Rights, Centre for International Security, Centre for Sustainability, Jacques Delors Centre).

Rigorous academic training, close supervision and institutional support, and the opportunity to develop professional skills prepare our PhD researchers for leading academic and research careers in academic and non-academic institutions.

 **Hertie School**
The University of Governance in Berlin

Application Process

This institution is using Interfolio's Faculty Search to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

[Apply Now](#)

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Creating a user profile

You will first be asked to complete your user profile. Please fill in the required information before saving your progress and continuing.

Complete Profile

To start your application for this position, please complete your profile below. This information will be provided to institutions that you apply to.

First Name *	<input type="text" value="Jane"/>	Last Name *	<input type="text" value="Doe"/>
Address Line 1 *	<input type="text" value="Abc Street"/>		
Address Line 2	<input type="text" value="123"/>		
City *	<input type="text" value="Berlin"/>	State	<input type="text" value="12345"/>
		<input type="text" value=""/>	
Country *	<input type="text" value="Germany"/>		

[Save & Continue >](#) [Cancel](#)

Uploading your documents

You will then be directed to the documents page, where you can upload all the necessary files. Please click on 'Add File' to upload a document.

PhD Scholarships in Governance

[Position Details](#)

Hertie School, PhD Unit at the Hertie School

8 Documents Required | 0 Added

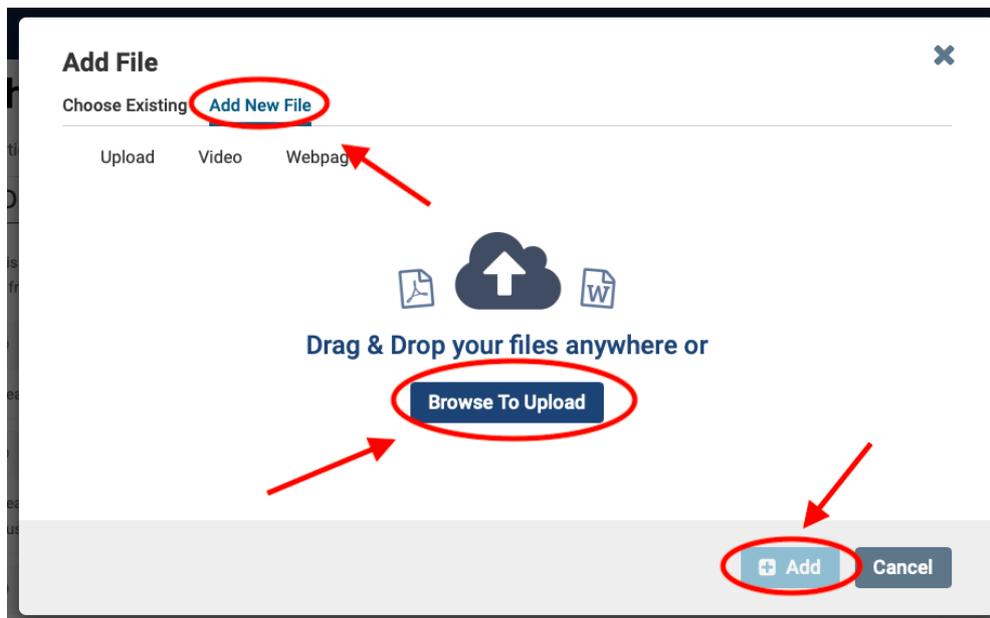
If this application has specific document requirements, they will be listed below—simply click "Add File" to upload a new document or to select one from your Dossier.

Dissertation Abstract	1 Required 0 Added	+ Add File
Please upload an abstract of your research proposal (max. 400 words). The abstract must be in English.		
Proposal	1 Required 0 Added	+ Add File
Please upload your research proposal (in English), comprising 1,500-2,500 words maximum, excluding references. The research proposal must be in line with research carried out at the Hertie School.		
C.V.	1 Required 0 Added	+ Add File
Your C.V. should consist of max. 2 pages (in English).		

Application Steps

- 1 Documents**
- 2 Personal Information
- 3 Forms
 - PhD Scholarship - General Information
 - PhD Scholarship - Education History
- 4 Review & Submit

A popup will appear through which you can upload the relevant document. Select 'Add New File' at the top, which will allow you to browse files on your computer. When you have chosen a file to upload, select 'Add'.



Note: Once you have added a file to your application, you can edit it by selecting the edit button next to it (circled). That will allow you to do various things, such as delete the file, replace it with another document, give it a different title or assign it a category, e.g. transcript, CV.

8 Documents Required | 1 Added (1 is pending)

If this application has specific document requirements, they will be listed below—simply click “Add File” to upload a new document or to select one from your Dossier.

The screenshot shows a document upload interface for a 'Dissertation Abstract'. At the top, it indicates '1 Required | 1 Added' and has an 'Add File' button. Below this, a text box says 'Please upload an abstract of your research proposal (max. 400 words). The abstract must be in English.' A document titled 'F194_4.0G-2' is shown with a status of 'Converting'. To its right are icons for 'Delete file' (trash), 'Edit uploaded file' (pencil), and 'Replace with another file' (refresh). The 'Edit uploaded file' icon is circled in red. Below the document, there are three input fields: 'Title *' with the value 'F194_4.0G-2', 'Type' with the value 'Uncategorized', and a 'Replace with another file' button. At the bottom are 'Update' and 'Cancel' buttons. Red arrows point to the 'Delete file' button, the 'Edit uploaded file' icon, the 'Title' field, the 'Type' dropdown, and the 'Replace with another file' button.

Personal information

When you have added all your documents, click ‘Next’ at the bottom of the page. You will then be asked to provide information about your highest degree. Please complete this before continuing.

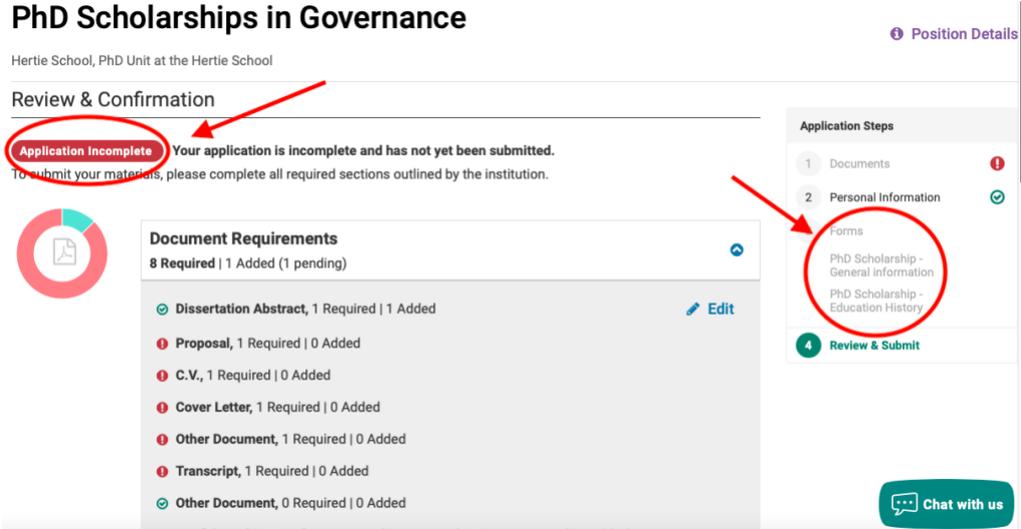
The screenshot shows the 'Personal Information' section of an application for 'PhD Scholarships in Governance' at 'Hertie School, PhD Unit at the Hertie School'. The section is titled 'Name & Address' and 'Education'. Under 'Education', there are fields for 'Highest Degree Earned' (M.Ed. - Master of Education), 'Receiving Institution *' (Abc University), and 'Date Earned' (Jun 10, 2021). There is a checkbox for 'I prefer not to disclose my educational information.' On the right, there is a sidebar with 'Application Steps' showing a progress bar with four steps: 1. Documents, 2. Personal Information (current step), 3. Forms, and 4. Review & Submit. A 'Chat with us' button is at the bottom right.

Application forms

The following two pages in the portal (“PhD Scholarship – General information” and “PhD Scholarship - Education History”) are the application forms that must be completed as part of your application. Please fill in all the required sections carefully, as we cannot process incomplete applications.

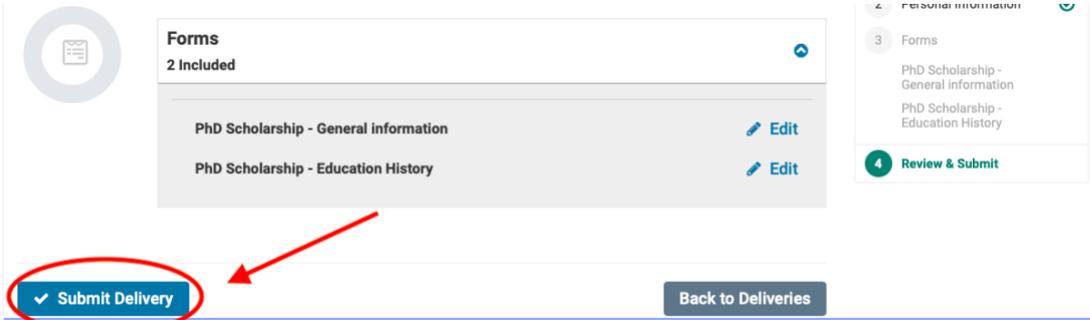
Once you have done so, select ‘Next’ to review your application. This page will inform you whether your application documents are complete. You will be able to edit your documents and application forms on this page.

PhD Scholarships in Governance



Submitting your application

When your application is complete, you can select ‘Submit Delivery’ at the bottom of the page. Please do so only after thoroughly reviewing your application, as it is no longer possible to make changes to your application once it has been submitted. **The deadline to send your application is 16 January 2022.**



Letters of reference

In order to be able to process your application, we require **two academic letters of reference**. These need to be submitted not by you, but by your referees via the application portal. For this to happen, you need to request these letters from your referees. Once you enter your two referees' data in the application portal, they will be notified automatically by the system to upload the letters. Since there is a fixed deadline to submit recommendation letters (**31 January 2022**; this is different from your own application deadline), please notify your referees well in advance.

For more detailed guidance on requesting the recommendation letters, please see Interfolio's comprehensive guide on [How to Request Letters of Recommendation](#).

Contact us

In case you have a query specific to your application or any part of the application process is unclear to you, please contact us at phd-applications@hertie-school.org for assistance.