

## Guidelines for Application

Thank you for your interest in the PhD program of the

Graduate School of East Asian Studies (GEAS).

These guidelines will help you to prepare your application.

## Outline of your dissertation project

The outline of your proposed dissertation project should have a maximum of **six pages** and should include:

- Summary of no more than half a page;
- Context, research questions and objectives of your research project;
- Current state of research and most relevant literature;
- Tentative theoretical framework and research methods;
- Source material;
- Time schedule (not counting within the six page limit).

## Choice of discipline

PhD students at GEAS are concomitantly enrolled at a university department. You are therefore asked to select the discipline in which you will be obtaining your PhD. It is important that the choice of discipline should relate to your previous academic achievements.

## Choice of advisor

Every dissertation project is supervised by a team of three academic advisors. All academic advisors have to be principal investigators (PIs) of the GEAS. We kindly ask you to make a suggestion. Please make sure that the discipline of your first desired advisor corresponds with the discipline of your dissertation project (e.g. East Asian Studies, Political Science, Law, etc.).

Please select your desired advisors from the dropdown-menu provided by the respective fields in the online application system. This suggestion is not binding and there is no need to contact the potential advisor during the application process.

## Letters of recommendation

Two letters of recommendation by academic scholars are required. It is advisable to choose scholars who are familiar with your previous academic performance and / or your dissertation project. The letters of recommendation should contain a short description of your academic performance and discuss your qualifications and interest in the PhD program at the GEAS – research interests, background, etc.

Please note: A professor's report on your final thesis cannot serve as a reference letter.

Your referees will upload their letters of recommendation directly to the GEAS application system. Please enter the names and official e-mail addresses of your chosen referees in the respective fields only, your prospective referees will receive an instructive note from us.

Reference letters should be written either in English or in German.

Holders of PhD scholarships that were awarded on the basis of academic references for the same project with which applicants apply to the Graduate School can submit copies of these references.

## Language skills

As English is the primary language of communication at GEAS, you are expected to have advanced English-language proficiency. Please hand in one of the following certificates (not older than two years) as proof of proficiency in English:

- ETS TOEFL certificate (minimum score of 600 for the paper-based test, 250 for the computer-based test, and 100 for the internet-based test);
- Cambridge Certificate of Proficiency in English, CPE (any grade);
- Cambridge Certificate in Advanced English, CAE (grade A or B);
- IELTS test (level 7.0).

If you cannot submit the test results with your application because you have not received your score report yet, please inform us about the results as soon as possible. The last deadline for handing in the certificate is the date of your interview, if you are invited.

Native speakers or applicants who have graduated from an English speaking university in a country with English as an official language are exempt from this verification.

In addition, successful candidates will have language skills in at least one East Asian Language (Chinese, Japanese, or Korean) at a level of B2 or higher on the Common European Framework of Reference (CEFR).

- Chinese:
  - HSK (Hanyu Shuiping Kaoshi): Level 5 or higher;
  - TOCFL (Test of Chinese as a Foreign Language): Level 4 or higher;

- Japanese:
  - JLPT (Japanese Language Proficiency Test): Level 2 (old) or N2 (new) or higher;
- Korean:
  - TOPIK (Test of Proficiency in Korean): Level 4 or higher.

As a proof of your language proficiency, you may upload a transcript of records from your university, a certificate from a language school or the like. In case you would like to provide more than one certificate, please assemble all certificates in one single PDF-document.

Please note: Proof of at least one of the abovementioned East Asian languages is mandatory by the time of submitting your application. It cannot be handed in later. If you wish to prove your language proficiency with your master's diploma which in turn has not been issued to you yet, please upload a transcript of records instead.

Native Speakers or applicants who have graduated from a university in a country with one of these languages as an official language are exempt from this verification.

## Certified copies of degrees

You should be prepared to upload certified copies of:

- High school diploma (i.e. Abiturzeugnis, A-level, Baccalauréat or IB) or your country's equivalent document qualifying for admission to university;
- Bachelor certificate;
- Master certificate. If you cannot submit your MA degree with your application package either because you have not received the document yet but expect it to arrive shortly, or because you are in the final stage of your exams or thesis, you may submit your application anyway. The admission and grants committee will decide whether your (incomplete) application can be assessed as qualified.

Certified copies of your degrees can be issued by your university. Please upload a scanned version of your certificates (PDF or JPEG). Only after you have been admitted to the program (if so) you will be asked to produce hard copies of your certified diplomas and other required documents.

## Submission of application

Your application can only be processed if your application materials are complete. Please refrain from sending materials in addition to those asked for by the application system.

The application deadline is March 31<sup>st</sup> 2013. Please note that the system will be deactivated after this date.

For further questions please contact: [application@geas.fu-berlin.de](mailto:application@geas.fu-berlin.de)