WTI Doctoral Programme

Application Form

For admission to the Doctoral Programme starting in September, please submit by **31 March**:

1. a completed version of this application form;
2. a detailed CV;
3. a letter of motivation;
4. transcripts and degrees of all completed college/university courses, including an explanation of the grading system;
5. a letter from the university from which you obtained your Master’s degree (within the last 10 years), confirming that you fulfil the requirements for admission to its doctoral programme. **Further training qualifications (Master of Advanced Studies, Executive Master) and degrees from a university of applied sciences or a university of teacher education are not accepted for admission to doctoral studies**;
6. evidence of English proficiency for non-native speakers (e.g. TOEFL/IELTS scores);
7. two letters of recommendation.

If submitting electronic copies of your documents, you are kindly requested to name and number the documents to correspond to the list above. Eg. 01\_Application\_Form ; 02\_CV ; 04\_1\_Transcript; 04\_2\_Transcript etc.

Please **ensure that your application is complete** before you send it. If important documents are missing, we will not process it. Please take the time to prepare your application thoroughly and send it by email to:

* [phd.applications@wti.org](mailto:phd.applications@wti.org)

Subject line for regular applications: Application Doctoral Programme – ‘Discipline’ (‘Law’ or ‘Economics’ or ‘Political Science’)’’

Subject line for Swiss Government Excellence Scholarship applications: Early Application Doctoral Programme – ‘Discipline’ (‘Law’ or ‘Economics’ or ‘Political Science’)’’

Section I: Personal data

1. Select Doctoral Programme

I wish to apply for admission to the WTI Doctoral Programme for the academic year starting in September:

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| --- |
| year |

1. Name

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| Last name | First name | Middle name |

1. Private address

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| Street address |  |  |
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| ZIP Code | City |  |
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| Country |  |  |
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| Telephone | Fax | Email |

1. Business address (if applicable)

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| Name of institution/company |  |  |
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| Street address |  |  |
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| Telephone | Fax | Email |

1. Date of birth/citizenship/gender

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| Day | Month | Year |

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| Citizenship(s) |  |  |

Gender ( ) Female ( ) Male

Section II: Research Focus

1. Discipline

(Law, Economics or Political Science)

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1. Field of Interest

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1. Proposed Topic (if any)

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Section III: Education and work experience

1. Academic background

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1. List of colleges/universities

Please list all colleges and/or universities you have attended, beginning with the most recent and including current studies. Please do not include information concerning primary or secondary education (grade school or high school level).

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| Name of institution |  |  |
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| Street address |  |  |
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| ZIP code | City |  |
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| Country |  |  |
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| Dates attended from/until |  |  |
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| Actual name of degree or examination (do not translate) | | Date granted or expected |
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| Honours (do not translate) | | Class rank (if available) |

(2)

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| Name of Institution |  |  |
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| ZIP code | City |  |
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| Dates attended from/until |  |  |
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| Actual name of degree or examination (do not translate) | | Date granted or expected |
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| Honours (do not translate) | | Class rank (if available) |

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| Dates attended from/until |  |  |
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| Actual name of degree or examination (do not translate) | | Date granted or expected |
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| Honours (do not translate) | | Class rank (if available) |

1. List of scholarships/fellowships (if applicable)

Please list scholarships or fellowships held at present or in the past along with source/sponsor, approximate amount in CHF, dates and indicate which part of your studies they were dedicated to.

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1. List of honours/prizes (if applicable)

Please list any academic honours or prizes you may have received along with dates.

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1. List of published articles (if applicable)

Please list any books, articles, or theses you have published and include title, date of publication, and name of publisher.

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1. List of professional positions held

Please list any professional positions you have held beginning with your current employer (if applicable).

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| Street address |  |  |
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| ZIP code | City |  |
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| Country |  |  |
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| Job title | | Dates worked from/until |
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| Main responsibilities | |  |
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| Main responsibilities | |  |

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| ZIP code | City |  |
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| Country |  |  |
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| Job title | | Dates worked from/until |
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| Main responsibilities | |  |
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| Main responsibilities | |  |

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| Name of institution/company |  |  |
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| Job title | | Dates worked from/until |
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| Main responsibilities | |  |
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| Main responsibilities | |  |

1. List of academic courses taught (if applicable)

Please list any academic courses you have taught.

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Section IV: Language

1. Native language(s)

What is/are your native/first language(s)?

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1. Foreign language skills (if applicable)

Please indicate what (other) language(s) you speak and the level of proficiency by ticking the appropriate boxes.

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|  | **Spoken** | **Written** |
|  |  |  |
|  | □ Basic Knowledge | □ Basic Knowledge |
|  | □ Working knowledge | □ Working knowledge |
| language | □ Excellent knowledge | □ Excellent knowledge |
|  | □ Fluent/bi-lingual | □ Fluent/bi-lingual |

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|  | □ Basic Knowledge | □ Basic Knowledge |
|  | □ Working knowledge | □ Working knowledge |
| language | □ Excellent knowledge | □ Excellent knowledge |
|  | □ Fluent/bi-lingual | □ Fluent/bi-lingual |

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| --- | --- | --- |
|  | □ Basic Knowledge | □ Basic Knowledge |
|  | □ Working knowledge | □ Working knowledge |
| language | □ Excellent knowledge | □ Excellent knowledge |
|  | □ Fluent/bi-lingual | □ Fluent/bi-lingual |

1. Language of instruction

What is/was the language of instruction at your university?

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1. Proficiency of English as a foreign language (if applicable)

If you are a non-native English speaker and not otherwise exempt (see below, Appendix: English Language Requirements), please provide results and also submit evidence of any objective English language testing you have taken in the previous two years.

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| Test result |  |  |

If you have not yet taken an objective English language test, please indicate when you plan to do so. You should submit your application and it will be processed pending your test results.

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| Expected date |  |  |

Section V: Letters of recommendation/signature

1. Letters of recommendation

Please list the people from whom you have requested letters of recommendation (two required).

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|  |  |  |
| Name | Title | Employer |
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| Name | Title | Employer |

1. Accuracy and completeness of information

I hereby certify that the information contained in this application form and any supplemental materials is accurate and complete and I will notify the WTI if any of this information changes.

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| Date and place |  |  |
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| Signature |  |  |
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| Name printed |  |  |

Appendix: Additional Elements of the Doctoral Programme Application

1. Letter of motivation

The letter of motivation is one of the most important elements of your application. It should be brief and to the point. Introduce yourself, write about your academic and professional accomplishments, and explain why you believe the WTI Doctoral Programme will benefit you and your career.

1. Letters of Recommendation

In your application to the Doctoral Programme, we require you to submit two letters of recommendation from two different authors. The letters should be written by two (former) professors or by a professor and an employer. The letters need to be specific to your application to the WTI Doctoral Programme. You shall have them directly sent by email to [phd.applications@wti.org](mailto:phd.applications@wti.org) (subject line: Application of Mr/Ms 'Your Name' to the WTI Doctoral Programme).

1. Transcripts and Degrees

Please include transcripts and degrees of all university/college courses you have completed as well as a supplement explaining the grading system. If the documents are not issued in English, please include officially certified translations.

For admission to the Doctoral School, you need to have completed a master’s degree in the discipline of your choice (Law, Economics or Political Science) with a grade average GPA equivalent to 4.75 under the grading system of the University of Bern. Under this scale, 6 (excellent) is the highest mark, 4 (sufficient) is a pass, and marks below are failing grades. Please note that the final decision on the equivalence of your degree for the purpose of admission to doctoral studies will be taken by the Examination Board of the relevant faculty of the University of Bern.

1. Letter of Eligibility Confirmation

Please include a letter from the university from which you obtained your master’s degree (within the last 10 years), confirming that you fulfil the requirements for admission to its doctoral programme.

If the letter is not issued in English, please include officially certified translations.

1. English Language Requirements

When evaluating your application, the Selection Committee pays close attention to evidence of your proficiency in English. As is common for graduate programmes, you are required to submit objective test scores of one of the accepted tests listed below:

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| **Test** | **Minimum Score** | **Website** |
| TOEFL ibT | 100 points or above | [www.ets.org/toefl](http://www.ets.org/toefl) |
| TOEFL Paper | 600 points or above | [www.ets.org/toefl](http://www.ets.org/toefl) |
| IELTS | 7.0 or above | [www.ielts.org](http://www.ielts.org) |
| Cambridge CAE | A | [www.cambridgeesol.org/exams](http://www.cambridgeesol.org/exams) |
| Cambridge CPE | C or higher | [www.cambridgeesol.org/exams](http://www.cambridgeesol.org/exams) |

## Exemptions

The following applicants are exempt from submitting test scores:

* Native English speakers
* Students with an undergraduate and/or graduate degree from an institution in the USA, Canada, the UK, Ireland, Australia or New Zealand, where English was the primary language of instruction and the degree was awarded no longer than five years ago.

You may apply for exemption from submitting text scores if you are

* a student with an undergraduate and/or graduate degree from an institution where English was the primary language of instruction and the degree was awarded no longer than five years ago,
* a student who has completed at least one year of study in an English speaking country and at an institution where English was the primary language of instruction immediately prior to applying to the Doctoral Programme.