University for Peace

UPEACE Doctoral Programme Application Requirements

The University for Peace (UPEACE) only accepts applications in electronic format through our online application form on a rolling basis. Applicants are therefore advised to first collect all supporting documents and other required information before submitting the form. The Doctoral Committee will review received applications in two opportunities: **15 September** and **15 March**.

Only applications completed before those days will be considered in the Doctoral Committee Admissions Meeting.

The documentation and information provided in an application reflect on the quality of the applicant. It is not acceptable to misrepresent accomplishments; borrow from the works of others without proper acknowledgment; or submit material that has been written, re-written, or heavily edited by others. Breaches of these protocols will result in immediate rejection of the application.

Each application must include:

1. **Statement of Purpose** between 1000 and 1,500 words that clearly state the applicant's name, his/her area of interest with regards to their doctorate studies, and clear responses to the following questions:
   a. Why have you decided to pursue this area of study?
   b. What are your expectations of this Programme?
   c. What are your career plans upon completion of this Programme?
   d. What type of multicultural/professional exchanges have you had that would inform your academic experience in this Programme?
   e. Indicate the name(s) of the faculty that the applicant has an interest in working with
   f. Indicate if you are requesting a scholarship from UPEACE and support it

2. **Letters of Recommendation.** Each applicant must provide two letters that should be from faculty or academic advisors from previous academic

experience or managers or other superiors from a professional work environment who are qualified to evaluate the applicant's potential for the Doctoral Programme.

3. **Official Graduate Transcripts and Copy of Graduate Diploma** (Master's degree)

4. **Publication/Writing Sample**. The publication/writing sample should be on-topic related to the area of study to be pursued at UPEACE. Examples of such pieces would be peer-reviewed journal publications, book chapters, thesis chapters, or reports.

5. **Concept Paper**. This document should be comparable to the eventual research proposal. The document should clearly outline the following:
   a. Research Topic - what the candidate will focus his/her research on throughout the Doctoral Programme
   b. Research Objective or Questions – what new knowledge will the candidate be contributing through their research
   c. Conceptual Framework – what approach or authors will the applicant use
   d. Methodology - either feasible or potential

6. **Curriculum Vitae or Résumé**

7. **Financial Form**

8. **Copy of Passport**

9. **Passport Size Photo**

10. **English Proficiency Test Scores Report (TOEFL, IELTS).** This is only required for all applicants from non-English-speaking countries.

Upon submission of the online application form and supporting uploaded documents, the UPEACE Admissions system will send an automatic

confirmation email. The date and time of submission will be noted in the system. Each application received by the established deadline will be reviewed for completeness by the UPEACE Admissions Officer. A second acknowledgment will be sent to the applicant by the Admissions Officer informing whether or not the application is complete and able to be passed on for academic review.

Members of the UPEACE Admissions Office will review all applications to the Doctoral Degree Programme and submit the request to the Doctoral Committee for the adoption of the final decision. Candidates will be evaluated based on:

1. **Quality of their proposal:** in this aspect the Doctoral Committee considers:
   a. Critical thinking
   b. The identification of a gap in the literature & novelty of your study, or in other words, what does your study add to the existing literature?
   c. Academic writing and referencing
   d. Structure of concept paper in accordance with the requirements previously explained
   e. Feasibility of study
2. **Professional experience**
3. **Motivation**
4. **Academic potential**

The Admissions Officer will notify the decision to the applicant and provide information regarding the steps to be followed by the applicant to make the corresponding payments and successfully enroll in the Doctoral Programme.

Please notice that in some instances, applicants could be called to an online meeting with potential supervisors before being fully admitted into the programme.