UPEACE Doctoral Programme
Application Requirements

The University for Peace (UPEACE) accepts applications exclusively in electronic format through our **online application form** on a rolling basis. Applicants are advised to gather all supporting documents and required information before submitting the form. The Doctoral Committee reviews applications twice a year: on **15 September** and **15 March**.

Only applications completed before these dates will be considered in the Doctoral Committee Admissions Meeting.

The quality of an application reflects the quality of the applicant. Misrepresenting accomplishments, borrowing from the works of others without proper acknowledgment, or submitting material that has been written, re-written, or heavily edited by others is unacceptable. Such breaches will result in the immediate rejection of the application.

Each application must include:

1. **Statement of Purpose** between 1,500 and 2,000 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 this Programme?
   d. What type of multicultural/professional exchanges have you had that would inform your academic experience in this Programme?
   e. If the applicant has an interest in working with a specific supervisor, she or he should also indicate it

2. **Concept Paper**. This document should be comparable to the eventual research proposal. The document should clearly outline the following:
   a. Research Topic – what the applicant will focus their research on throughout the Doctoral Programme. The general topic should clearly describe the overall objective of the study and will include details regarding the topic and if there is a specific case or geographic context to be analyzed.

b. Identification of a potential academic gap that will be filled with the doctoral research. This gap will be substantiated with a review of the literature (including peer-reviewed) to illustrate what has been done prior to their study and why their study will fill a gap. The applicant must demonstrate the academic need for conducting the research and indicate why the applicant is suited for conducting the proposed research.

c. Research Purpose and specific research objectives or questions to be answered by doctoral research.

d. Theory and Conceptual Framework – what approach or authors will the applicant use. In this section, students will describe the theory they will use to guide their research and the selected conceptual framework. Theory is mandatory, and conceptual framework is optional.

e. Methodology – either feasible or potential. This section must clarify how the study is intended to be conducted. In this section, students will provided details of their suggested research approach (Qualitative, Quantitative or Mixed) and will describe the specific methods they will use to gather data. These methods should be coherent with the research objectives/questions. There should be a section on analysis of data including programmes and tools to be used.

3. **Curriculum Vitae or Résumé**

4. **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.

5. **Official Graduate Transcripts and Copy of Graduate Diploma** (Masters)

6. **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 samples would be peer-reviewed journal publications, book chapters, thesis chapters or reports.

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. Abilities to demonstrate the applicant's 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 applicants of the decision and provide detailed information on the steps to follow for making payments and successfully enrolling in the Doctoral Programme.

Please note that in some cases, applicants may be required to participate in an online meeting with potential supervisors before being fully admitted into the programme.