**APPLICATION FORM – PhD/Postdoc level**

**‘’Human Rights Studies & Training Programme’’ for Nationals of Timor Leste**

**INSTRUCTIONS**

* Read all instructions carefully. Answer all questions and write “NA” if “not applicable”.
* This Application Form and the supporting documents must be submitted in PDF format. Documents in JPG, PNG, or similar formats will not be accepted.
* Supporting application documents (e.g. transcript of records, certificates, etc.) in another language must be accompanied with an English translation.
* Applicants are solely responsible for checking the status of all their documents, including the submission of the Reference Form and the one-page comment of their referees. Send enquiries only to adriano.remiddi@eiuc.orfg and lili.chen@eiuc.org.

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**A. PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Last Name** |  |
| **Family Name** |  |
| **Middle Name (if any)** |  |
| **First Name** |  |
| **Gender (female, male, undisclosed, N/A)** |  |
| **Date of Birth (DD/MM/YYYY)** |  |
| **Country of Citizenship** |  |
| **Country of Permanent Residence** |  |

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**B. ACADEMIC HISTORY** (You may separately attach details in your CV)

In chronological order starting from the most recent, please enter details of all degree or diploma programmes attended since leaving school. Please supply certified copies of your academic transcripts and certificates with official English translations.

|  |  |
| --- | --- |
| **Year of Attendance** |  |
| **Institution/Country** |  |
| **Study Programme** |  |
| **Degree Acquired**  |  |
| **From/To** |  |

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**C. MAIN PROFESSIONAL EXPERIENCE (**You may separately attach details in your CV)

Please detail your work experience in chronological order starting from the most recent experience. Include more details in your CV if necessary.

|  |  |
| --- | --- |
| **Year of Attendance** |  |
| **Name of Organization or Employer** |  |
| **Position** |  |
| **From/To** |  |

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**F. RESEARCH AND FIELD EXPERIENCE**

Please give details of research, publications, internships, volunteer work, field experience or other relevant experience. In the description please state the type of publication (for example dissertation, undergraduate or postgraduate research project, NGO research). Please describe your field experience role (for example details of volunteer/internships, part of a research team, etc.)

|  |  |
| --- | --- |
| **Year of Attendance** |  |
| **Title** |  |
| **Your Role** |  |
| **Language of Publication** |  |

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**G. PERSONAL STATEMENT**

On a separate sheet, not more than two (2) pages, please write your personal statement describing in detail:

* *Your particular academic interests;*
* *Your background (please note if you come from a marginalized, minority, or indigenous community);*
* *Your purpose and objectives in undertaking this Programme;*
* *Ideas for your Master’s thesis in human rights studies;*
* *Your related experiences in the field of human rights, including full-time and part-time professional experiences and volunteer works.*

If applicable and relevant, please provide an explanation of any socio-economic, political, physical and/or other forms of disadvantage you feel should be considered as they have impacted or will impact your access to education. Examples may include financial hardship, refugee status, personal illness/disability, carer responsibilities, geographical remoteness or English language difficulty. Please attach relevant supporting documentation.

* **CURRICULUM VITAE:**Please attach your Curriculum Vitae (CV) of not more than five (5) pages.

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**H. ENGLISH LANGUAGE PROFICIENCY**

**Is English your first language? (Yes or No):**

1. English Proficiency Test

Having already taken an English proficiency test (TOEFL or IELTS) constitutes an advantage for the selection. If you have taken such exam, please give the test results details below. If no, your English proficiency will be assessed during the selection interview.

|  |  |
| --- | --- |
| **Name of test** |  |
| **Date of test** |  |
| **Score** |  |

2. Studies in an English language curriculum

\* If English is not your first language, have you studied in an English language curriculum? If so, please give details below:

|  |
| --- |
|  |

**G. REFERENCES**

We request **two confidential** references from persons of high academic or professional standing who are well acquainted with you and your academic and professional work. At least one referee must be academic. Each of the referees must fill in the Reference Form (found at the end of this application form) and send it directly to adriano.remiddi@eiuc.org and lili.chen@eiuc.org. The referees must submit their form by email**.**

Below, please give details of the two referees. Please send to your referees the Reference Form at the end of this application.

|  |  |
| --- | --- |
| **Referee 1(Academic)** | **Referee 2 (Academic or Non-Academic)** |
| Name: | Name: |
| Position: | Position: |
| Institution: | Institution: |
| Email: | Email: |
| Telephone: | Telephone: |

**FINAL STEP: CHECKLIST FOR YOUR APPLICATION**

**□ I have filled out the** [**Google Form**](https://docs.google.com/forms/d/e/1FAIpQLSfI6nchhrRHauhR_XqYww_61TEoGa8kS3YUi4eq0Fs_xZn9cw/viewform) **(!)**

*Please make sure to complete and send the following to* *adriano.remiddi@eiuc.org* *and* *lili.chen@eiuc.org* *:*

□ Completed Application Form in PDF format (incomplete application will not be processed)

□ Attached Personal Statement in PDF format (on simple blank paper – no more than 2 pages)

□ Attached CV in PDF format (not more than 5 pages)

□ Attached academic records: PhD certificate and transcript of records in PDF format (English translation)

□ Attached English Certificate in PDF format (candidates without certificates will be interviewed)

□ Contacts Two Referees and sent them the Reference Form

**I hereby apply for admission to the ‘’Human Rights Studies & Training Programme’’, and confirm that the information I have provided above is correct to the best of my knowledge.**

**SIGNATURE:**

**DATE:**