



Application Guide for DIR - Doctor of International Relations By Research

Dear Doctorate Applicant,

Welcome to the Geneva School of Diplomacy and International Relations. We would like to thank you for your interest in the School and in the Doctor in International Relations (DIR) Programme.

The following guide aims at assisting you in the preparation and completion of your application for our Doctorate Programme (duration of programme: three years). Therefore, you might want to use it throughout the entire application process as it contains all pertinent information during your application.

Please note that it is crucial for the application process to complete all required fields as thoroughly and accurately as possible.

Only complete applications can be considered and reviewed by the Admissions Committee.

All application documents, once submitted, remain the property of the Geneva School of Diplomacy and are treated confidentially.

The Geneva School of Diplomacy follows a rolling admission process with possible intakes at any point throughout the year. This allows each candidate to carefully prepare his or her application whilst remaining flexible with regards to the commencement of your doctoral programme. In average, the Committee takes around three weeks from the reception of the application to the notification about the decision.

For any questions regarding the doctoral programme, please contact GSD's Academic Office, at emir-dir@genevadiplomacy.com or +41 (0) 22 566 86 58. For general questions regarding the application process, you may contact admissions@genevadiplomacy.com.

During the evaluation process of your application, neither the Admissions Office nor the Admissions Committee can give any answer on the status of your dossier.

We thank you very much for your interest and wish you a successful application process!
We are looking forward to hearing from you!

Sincerely,

The Geneva School of Diplomacy

Applicants for DIR by Research:

I. **DIR ONLINE APPLICATION FORM**

- **Completed Online Application Form: DIR By Research**
Please complete the application form available under:
<http://www.genevadiplomacy.com/apply-now-dir-research>
- **Upload the following documents to your online application form**
 - **CV / Résumé**
Please upload a detailed CV including all previously attended universities and working experience.
 - **Research Proposal (5.000 words)**
Please see the instructions on the research proposal template.
 - **Proof of payment: Registration Fee of CHF 500.-**
The Registration fee has to be transferred to the school's bank account before the application is submitted; a scan of the payment receipt has to be uploaded to your online application (see bank details below).

II. **DOCUMENTS TO BE SUBMITTED IN HARDCOPY TO THE ADMISSIONS OFFICE:**

- **Two Letters of Recommendation**
The two letters of recommendation should be written by faculty members who know you well enough to evaluate not only your academic performance and your capability to conduct independent academic research. Your referees have to send the letters directly to the Admissions Office via surface mail (as reference please indicate clearly name of applicant, intended programme and intake you are applying for).
In case your last university enrolment has exceeded a time period that does not enable you to acquire letters of recommendation, you may also submit one academic and one professional reference in lieu of two academic references.
- **Official Grade Transcripts / Academic Reports / Diplomas**
Please send us in hardcopy grade transcripts of previous studies as well as copies of any university diplomas together. All documents must be officially certified and submitted in English (please add translated and certified copies if necessary). Please make sure the grading scale used in your previous university or an explanatory note of the grading system is provided together with any transcript.
- **Proof of English Language Proficiency**
The Geneva School of Diplomacy offers academic programmes in English only. If your mother tongue is not English, your test score needs to be directly sent from the certifying institution to the Admissions Office as proof of your English Language Proficiency
In very exceptional cases, a candidate *may* be dispensed from providing a proof, e.g. if your previous studies were in English. Please provide us on a separate document with detailed explanations on your English skills and how you obtained them. The Admissions Office might then decide to accept this in lieu of a testing score.

III. **RECOMMENDED:**

- **Schedule an Admissions Interview (in person or via telephone)**
An evaluative interview is a very useful way for both the applicant as well as for the school to get a more complete picture of the candidate and to learn more about the Geneva School of Diplomacy and the mutual expectations. For doctoral applicants we highly recommend scheduling an interview (in person or via telephone) with GSD's Academic Manager.
Furthermore, the Admissions Committee reserves the right to require a personal evaluative interview before or even after the submission of the application.

FEES AND OTHER EXPENSES

Below you find an overview of the estimated costs you have to expect during your studies at the Geneva School of Diplomacy and in Switzerland.

Doctor in International Relations (DIR) Programme

Tuition fees:

- ❖ DIR by Research: CHF 33.000,- for the full programme

Please Note: The fees do NOT include travel, living accommodation, meals, medical or health insurance.

Estimates of living expenses in Geneva (per year)

Lodging	CHF 11'000.-	(around CHF 900.- per month)
Food and other	CHF 6'000.-	(around CHF 500.- per month)
Insurance	CHF 1'200.-	

TOTAL COSTS PER YEAR (tuition and other): approximately CHF 35.000,- Per Year.

Please remember: Geneva is amongst the most expensive cities in the world. It is important to establish a realistic and sustainable financial plan for the entire period of studies.

Bank: UBS SA
Account: 228-558164. 01 Q
IBAN: CH46 0022 8228 5581 6401 Q
SWIFT: UBSWCHZH8 0A
Bank CCP Account: 80-2-2
Reference: Candidate's/Student's name