



The Aga Khan University

Institute for Educational Development

## Instructions for Completing the Application

### A. Application Form

- Applicant must write their name on each page in the blanks provided and staple together all the pages before submission.
- Please complete the form in CAPITAL LETTERS using blue or black ink.
- The form should be completed in full and continuation sheets should be used if necessary.

### B. Degrees and Transcripts

Please provide photocopies of the following certificates, degrees and transcripts or mark sheets:

- Secondary School Certificate/O' Levels or equivalent diploma
- Higher Secondary Certificate/A' Levels or equivalent diploma
- Bachelors Degree
- Masters Degree
- Any Other

Applicant may include photocopies of any relevant awards or diplomas to support their academic and extracurricular achievements.

### C. Personal Statement

Applicants must submit a *Personal Statement* of 250-500 words in which they should discuss their reasons for applying to the AKU-IED's PhD Programme in Education. (Please refer to page 8 for more details).

### D. Research Interest

Applicants must submit a *Research Interest* statement (500-700 words) that clearly outlines their intended area of research. (Please refer to page 9 for more details).

### E. Letters of Reference

All applicants must submit **THREE confidential** letters of reference from individuals who are well acquainted with their **academic work** and **professional experience**. Preferably, one reference should be from an academic person familiar with their academic work and the second one from someone familiar with their professional work.

### F. English Language Test

Candidates short listed after the AKU-IED English Language Proficiency Test will also be required to appear for the International English Language Testing System (IELTS) in their locality.

If applicants have already taken the IELTS or the Test of English as a Foreign English (TOEFL), they can also send in their scores to support their application. However, TOEFL will not be considered replacement for the AKU-IED English Language Proficiency Test or IELTS. All candidates will need to appear for the AKU-IED English Language Test and only short-listed candidates will be expected to appear for the IELTS test once they are notified.

Note: Please keep a copy of all documents for your record. No documents will be returned or copies of documents supplied.

### **G. Application Processing Fee**

#### **For Residents in Pakistan**

A non-refundable application fee of PKR 700/- payable in cash or bank draft in favour of Aga Khan University to a bank in Karachi.

**MONEY ORDER/POSTAL CHEQUES ARE NOT ACCEPTABLE**

#### **For Overseas applicants**

A non-refundable fee of US\$ 30 or its equivalent in Pakistani rupees, payable in cash or a bank draft in favour of Aga Khan University to a bank in Karachi.

**APPLICATIONS WILL NOT BE PROCESSED IF THE FEE HAS NOT BEEN PAID.  
PLEASE DO NOT MAIL CASH.**

### **APPLICATION CHECKLIST**

- |   |   |
|---|---|
| <input type="checkbox"/> Completed application form   | <input type="checkbox"/> Three letters of reference |
| <input type="checkbox"/> Mark sheet and Degrees   | <input type="checkbox"/> Personal statement         |
| <input type="checkbox"/> Recent IELTS or TOEFL score, if available  | <input type="checkbox"/> Research interest          |
| <input type="checkbox"/> Two recent colored Photographs   | <input type="checkbox"/> Curriculum vitae           |
| <input type="checkbox"/> Information about any disability, special need or medical condition, if applicable |   |

**The application form with the required documents/materials should be sent in one envelope to:**

Academic Administration Office  
Aga Khan University  
Institute for Educational Development  
1-5/B-VII, F.B. Area, Karimabad,  
P.O. Box 13688, Karachi - 75950  
Pakistan.

**Last Date for receiving applications is November 30th, 2007**

**There is no provision for late applications.**



The Aga Khan University  
Institute for Educational Development  
**PhD Programme in Education**

Photograph

All sections of this form must be completed.

Please refer to the Instructions while filling in this form.

**1. PERSONAL INFORMATION :**

(a) Name:     
(Last Name) (First Name) (Middle Name)

(b) (a-2) Gender:  Male  Female

(c) Date of Birth:     
Day Month Year

(d) Place of Birth:  (e) Nationality:

(f) Marital Status:  Single  Married  Other (specify): \_\_\_\_\_

(g) National Identification Card No. (Pakistani Applicants) / Passport No. (Foreign Applicants)

(h) Contact Information:

Home Telephone #:

Email Address:

(i) Present Address:

Permanent Home Address:

*Please note that only the **Present Address** of the Applicant will be used for correspondence.*

(j) Have you ever studied at AKU?  Yes  No.

If yes, provide year:  Name of Degree/ Diploma:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

## 2. ACADEMIC HISTORY:

Educational Institutions Attended (most recent first)	Area of Concentration (major)	Year of Attendance		Degrees/Diplomas/ Certificate Awarded
		To	From	

Please attach a copy of your degrees, certificates and diplomas as mentioned above

## 3. ENGLISH LANGUAGE QUALIFICATION:

English Language Test	Examination Body	Date Taken	Score

*Please arrange for the results to be sent to the PhD Programme.*

### Academic and Professional Awards

Name of Award	Institution	Date Awarded

### Publications and Professional Papers:

Title	Where Published and/or Presented	Date

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**Interests and Extra-curricular Activities:** (other than academic)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**4. EMPLOYMENT HISTORY:**

Please give a brief summary of your career development in descending chronological order, i.e. starting with you present employment.

Place of Employment (most recent first)	Job Title	From	To	Major Responsibilities

Year(s) of post master's work experience: \_\_\_\_\_

*Please attach a copy of your curriculum vitae, including qualifications, academic and scholarly work done and a summary of professional work experience. The CV should not exceed seven pages.*

**6. ADDITIONAL PERSONAL INFORMATION:**

**Note: Information acquired in this section of the form will in no way influence your evaluation as a potential candidate and has been requested solely for planning purposes.**

Do you have a disability, special need or medical condition which may require special arrangements?

Yes  No

If yes, please let us know,

The nature of your disability or medical condition:

Any implications this may have for your studies,  
daily living or accommodation:

The individual arrangements you may require:

Do you have a medical problem that needs regular attention:  Yes  No

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

## References

Please fill in contact details of the three individuals who will provide a reference for you about your academic ability and/or work experience.

### Referee 1:

Name and Title:  Organisation:

Address:

Position:  Telephone #:  Fax #:

Email:

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### Referee 2:

Name and Title:  Organisation:

Address:

Position:  Telephone #:  Fax #:

Email:

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### Referee 3:

Name and Title:  Organisation:

Address:

Position:  Telephone #:  Fax #:

Email:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**Declaration**

Please ensure that you read the declaration below and sign and date the form.

**I confirm that the information I have given is correct and that no material information has been omitted. I understand that the university reserves the right to withdraw any offer or cancel a registration made on the basis of information which proves to be false or misleading.**

Signature:

Date:



# THE AGA KHAN UNIVERSITY

## Institute for Educational Development

### PhD PROGRAMME

#### Personal Statement

Last Name

First Name

All applicants must submit a *Personal Statement* (250 – 500 words) that describes how your professional and academic background has influenced your decision to pursue a career in the field of education. How and why will the pursuit of a PhD in Education at AKU-IED assist you in achieving your professional goals? What areas in Education interests you and why?

Please feel free to attach extra sheets of paper, if necessary. (*Please attach typed sheet*)



# THE AGA KHAN UNIVERSITY

Institute for Educational Development

PhD PROGRAMME

Research Interest

Last Name

First Name

Applicant must submit a statement of **Research Interest** (500-700 words) that must consist of an outline of how you propose to structure and undertake your research, including, where possible, a preliminary title for your thesis. You may refer to the guidelines for **Research Interest** on the website or request them by mail.

Please feel free to attach extra sheets of paper, if necessary.

## REFERENCE FORM # 1

**Section A of this form should be completed by the applicant before forwarding to the referee.**

The referee should then complete section B and return the completed reference to the applicant in a sealed envelope according to the instructions below.

To avoid delays we would always recommend references to be sent with the other application material where possible.

### Section A

To be completed by applicant:

Last Name:

First Name:

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### Section B

To be completed by the referee:

The applicant named above is applying for doctoral studies in Education to Aga Khan University - Institute for Educational Development, and is asking you to supply a reference. We would be most grateful if in the space provided you could let us have your comments on this applicant's academic fitness and general suitability for doctoral studies, and any other information you consider being relevant to this application. If you have knowledge of this applicant's recent study, it would be helpful if you could indicate the standard attained. Please also include your name, title and the address of your institution.

*Please address the following questions:*

1. What do you consider the applicant's most outstanding talents or characteristics? What are applicant's major strengths?
  2. What are the areas where the applicant needs to develop and improve?
  3. The admissions committee would appreciate any additional comment you may wish to make concerning the applicant's attitude and ability for advance study and his or her potential for becoming a successful researcher and leader in his field.
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**Additional Questions:**

1. Please compare the applicant with the others you have known during your professional career by checking the appropriate box below:

	Excellent	Above Average	Average	Below Average
Analytic Ability				
Critical Thinking Skills				
Research Potential				
Written English				
Oral English				
Interpersonal Skills				
Maturity				
Self-confidence				
Motivation				
Ability to work independently				
Leadership Potential				

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To be filled by the referee:

Signature: ----- Date: -----

Position/title: ----- Organisation/institution: -----

Address: -----  
-----

Daytime telephone: ----- Fax: -----

E-mail: -----

*Please seal in an envelope, sign across the seal, and cover with clear adhesive tape. It is in the best interest of the applicant if you can return the reference to them so that it can be sent with the other application materials.*

## REFERENCE FORM # 2

**Section A of this form should be completed by the applicant before forwarding to the referee.**

The referee should then complete section B and return the completed reference to the applicant in a sealed envelope according to the instructions below.

To avoid delays we would always recommend references to be sent with the other application material where possible.

### Section A

To be completed by applicant:

Last Name:

First Name:

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### Section B

To be completed by the referee:

The applicant named above is applying for doctoral studies in Education to Aga Khan University - Institute for Educational Development, and is asking you to supply a reference. We would be most grateful if in the space provided you could let us have your comments on this applicant's academic fitness and general suitability for doctoral studies, and any other information you consider being relevant to this application. If you have knowledge of this applicant's recent study, it would be helpful if you could indicate the standard attained. Please also include your name, title and the address of your institution.

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Oral English				
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Maturity				
Self-confidence				
Motivation				
Ability to work independently				
Leadership Potential				

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**To be filled by the referee:**

Signature: ----- Date: -----

Position/title: ----- Organisation/institution: -----

Address: -----  
-----

Daytime telephone: ----- Fax: -----

E-mail: -----

*Please seal in an envelope, sign across the seal, and cover with clear adhesive tape. It is in the best interest of the applicant if you can return the reference to them so that it can be sent with the other application materials.*

### REFERENCE FORM # 3

**Section A of this form should be completed by the applicant before forwarding to the referee.**

The referee should then complete section B and return the completed reference to the applicant in a sealed envelope according to the instructions below.

To avoid delays we would always recommend references to be sent with the other application material where possible.

#### Section A

To be completed by applicant:

Last Name:

First Name:

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#### Section B

To be completed by the referee:

The applicant named above is applying for doctoral studies in Education to Aga Khan University - Institute for Educational Development, and is asking you to supply a reference. We would be most grateful if in the space provided you could let us have your comments on this applicant's academic fitness and general suitability for doctoral studies, and any other information you consider being relevant to this application. If you have knowledge of this applicant's recent study, it would be helpful if you could indicate the standard attained. Please also include your name, title and the address of your institution.

*Please address the following questions:*

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  2. What are the areas where the applicant needs to develop and improve?
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-

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**Additional Questions:**

1. Please compare the applicant with the others you have known during your professional career by checking the appropriate box below:

	Excellent	Above Average	Average	Below Average
Analytic Ability				
Critical Thinking Skills				
Research Potential				
Command of field of study				
Written English				
Oral English				
Interpersonal Skills				
Maturity				
Self-confidence				
Motivation				
Ability to work independently				
Leadership Potential				

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**To be filled by the referee:**

Signature: ----- Date: -----

Position/title: ----- Organisation/institution: -----

Address: -----  
-----

Daytime telephone: ----- Fax: -----

E-mail: -----

*Please seal in an envelope, sign across the seal, and cover with clear adhesive tape. It is in the best interest of the applicant if you can return the reference to them so that it can be sent with the other application materials.*