

PhD application process at the Chair of African Legal Studies: Step-By-Step Guide

The University of Bayreuth is a research-oriented campus located north of the State of Bavaria and is highly ranked for its legal education. The [Chair of African Legal Studies](#) is the hub of training on the Law in Africa at the University. The Chair is unique in Germany as the first permanent Chair to focus on African legal systems.

Do you want to pursue your doctoral studies at the Chair of African Legal Studies? If your answer is affirmative, these steps are essential for you.

I. Your steps towards a doctorate at the University of Bayreuth

Step 1: Determining your doctoral topic

The initial step toward pursuing a doctorate involves identifying a doctoral topic. This can either stem from an existing research idea or be collaboratively developed with a researcher affiliated with the Chair of African Legal Studies. Applicants will need to prepare a synopsis that serves as a valuable tool to delineate the goals and sub-steps of the research project, aiding in its specification and clarity.

Step 2: Develop a PhD proposal

Applicants should develop their research topics and ideas into a proposal. Your proposal should have at least the following elements: abstract, introduction/background, problem statement, research questions, research objectives, proposed research methodology, literature review and tentative plan.

Step 3: Finding a sustainable financing option

The Chair does not finance PhD studies. It is the individual responsibility of an applicant to apply for and obtain the financing option that can fully sustain their stay and study at the University of Bayreuth. A prospective PhD student may proactively pursue and get a financing option from available scholarship options such as [BIGSAS Scholarship for African Women](#), [German Academic Exchange Service](#) (DAAD), and other [scholarship providers](#). Other options, including those for research stays, are annexed to this application guideline (See Annexure I). Applicants should check their eligibility for any of the options before they apply

Step 4: Application for Supervision at the Chair of African Legal Studies

The next step is to find a supervisor for your doctoral project. The only eligible supervisor is Prof Dr Thoko Kaime, the holder of the Chair of African Legal Studies. Applications that are made to Prof Kaime must be aligned to the Chair's research areas and interests. You can find an overview of the research areas [here](#).



Prof. Dr. Thoko Kaime

Chair of African Legal Studies, B IX, Room No. 42, Universitätsstr. 30, 95447 Bayreuth,
0921 55-4336, Thoko.Kaime@uni-bayreuth.de

africanlegalstudies@uni-bayreuth.de

Applications made to Prof Thoko Kaime should be addressed to his research assistant Nelson Otiemo Okeyo. To apply, please contact Nelson directly using the Email: Nelson.Okeyo@uni-bayreuth.de with copy (cc) to the Chair for African Legal Studies University of Bayreuth Email: africanlegalstudies@uni-bayreuth.de

In your application, please send the following documents:

- a. Curriculum vitae
- b. Letter of motivation
- c. Degree certificates
- d. PhD proposal (10 pages maximum)
- e. Evidence of obtaining a sustainable funding option

The Chair endeavours to reply to applications as soon as is practicable. Usually, the applications will be processed within one month. The candidate then hears from the Chair on the outcome of the application and the next steps if any. If the result is positive, there is an agreement in principle regarding supervision. The Chair may also recommend further action at this stage. Do not send emails to any other address other than the one specified above.

Step 5: Choice of Doctoral Programme and Responsible Doctoral Institution

The University of Bayreuth has several [faculties](#). With a doctoral application at the Chair for African Legal Studies, typically, the appropriate affiliated institution for doctoral studies is Faculty III, specifically the Faculty of Law, Business and Economics at the University of Bayreuth. The organization of the faculty may be found [here](#).

Moreover, it is possible to pursue a [structured doctoral program](#) at the Graduate School BIGSAS, especially. You can find the structured outline of the doctoral program at the following link: <https://www.bigsas.uni-bayreuth.de/en/doctoral-programme/index.html>

Step 6: Concluding a supervision agreement with the Chairholder

The next step is to enter into and conclude a formal supervision agreement. The Applicant shall request a draft supervision agreement from the Chair and proceed to fill it in with the required self-explanatory details. The applicant should send the duly filled copy to the Chair of African Legal Studies for signature.

The supervision agreement is a formal document that outlines the terms of the doctoral relationship between the doctoral candidate and the supervisor at the Chair of African Legal Studies. It delineates both parties' respective rights, obligations, and expectations, establishing them in written form. The agreement is an integral part of the formal doctoral process within the Chair and at the University as it serves as a means of quality assurance for the doctoral candidate, the supervisor, and the academic institution involved in the doctoral program.



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Enrollment process

Doctoral candidates may enroll for up to three years. There are **three general steps** to enrolment. These are:

[BayDoc: Online-Registration for doctoral candidates](#)

[MOVEon: Application for admission to doctoral studies for international doctoral candidates](#)

[CAMPUSonline: Enrolment for doctoral studies through the student administration office](#)

Step 7: Registering as a doctoral student on the BayDOC portal

Once the prospective student has a supervision agreement that is duly signed and dated, the next step is to register digitally at the Faculty for Law, Business & Economics as your doctoral institution. Registration is mandatory according to all doctoral regulations of the University of Bayreuth. During registration, data is collected that must be reported annually on current doctoral projects at the University in accordance with the Act Amending the Higher Education Statistics Act (HStatG) on 2 March 2016.

Requirement for accessing the registration portal is a valid BT-ID (also known as student ID) from the IT Service Centre of the University of Bayreuth. It is also possible to register without a BT-ID. To do so, you need to obtain system access by visiting the following [website](#) and entering your email address, first name, last name, and supervisor name, then submitting as guided in the website.

In either case, the system will send you a confirmation email with a link that you need to click. Once approved, you will be set up as a user and will receive your login credentials (username and password) via email. See further information here: <https://www.win-ubt.uni-bayreuth.de/en/baydoc/index.html>

Step 8: Enrolment for doctoral studies on MoveOn Portal

This step comes after receiving the confirmation of supervision from a university lecturer, enrolment as a PhD student. Scholarship providers may sometimes require such an enrollment or to obtain a visa, as you can see [here](#). The links and more detailed information on the steps can be found on the following page in the section entitled 'Admission-Visa-Enrolment-Acceptance for doctorate'.

If you have any questions about the process, you can contact welcome@uni-bayreuth.de or



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call [+49 921/55-5321](tel:+49921555321). You can also get personalized help by registering here: <https://ubayreuth.moveon4.de/form/525d3c280f9d302264000000/eng>.

After successful enrolment, you will receive your student card. This ID will be sent to your registered address. Once you receive it, you should proceed and have it validated at the right-hand machine next to the entrance to the central library 'Zentral Bibliothek'.

Step 9: Application for acceptance for doctoral studies at the doctoral institution

This application is a process through which an applicant embarks on the formal journey towards obtaining a doctorate. This process requires you to submit your academic and identification documents and all necessary materials to the Dean's Office of the Faculty of Law, Business & Economics. One can find the German version of the forwarding letter in the link below:

https://www.rw.uni-bayreuth.de/_pool_fakultaet/dokumente/Antrag-auf-Aannahme_neu.docx

Please note that the forwarding letter has to be in Deutsch. You can use this free translator version if you need to know what to fill out.

Step 10: Optional – membership of the University of Bayreuth Graduate School

Once you have registered and been accepted for doctoral research by a degree-granting institution (faculty or graduate programme), you may choose to become a member of the University of Bayreuth Graduate School ([UBTGS](#)). UBTGS is an institution open to all doctoral candidates at the University of Bayreuth and supports all doctorates in the faculties, graduate centers and their doctoral programs. It is a support and service institution for general aspects of doctoral training. It offers numerous interdisciplinary workshops in the qualification programme.

All doctoral candidates of the University of Bayreuth can become members of the UBTGS as a central support and funding institution of the University. The UBTGS supports all doctoral candidates with measures such as an individual budget or free qualification programs. However, it is not a degree-granting institution; you cannot get a doctorate through UBTGS.

Please note: You can only apply for membership within 12 months after you have been accepted for a doctorate.

For students who are enrolled in Faculty III, it is also possible to apply and become a member of BIGSAS, an additional offer which comes with advantages such as funding for field research, summer school, conference and other offers for training workshops/ seminar. Note that BIGSAS is additional and not an alternative to UBTGS or other scholarship offers that you may have



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Other General Information

Please refer to additional information for doctoral researchers, such as insurance, travel, accommodation, visa application and immigration and related issues, which can be found here: <https://www.international-office.uni-bayreuth.de/en/come-to-bayreuth/welcome-services/international-doctoral-researchers/index.html>

Once you complete the mandatory registration processes, you become a member of the Chair of African Legal Studies and will have a minimum obligations to produce 4 blog pieces in a year, publish one peer reviewed journal article with the Chairholder, be allocated a specific responsibility at the Chair, attend Chair's monthly meetings and be a member of the PhD Club

See the next page on Annexure I on Funding options.



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Scholarships for research stays

Name	Funded by	Duration	Basic requirements	deadline	link
Short-Term Grants	DAAD	1-6 months	<ul style="list-style-type: none"> - PhD students - Not at a German university - Research project/ course of continuing scientific education - Academic adviser in Germany 	April 1 st (start August) October 31 st (start April)	daad.de/go/en/stipa50015434
One-Year Grants for Doctoral Candidates	DAAD	7-12 months	<ul style="list-style-type: none"> - PhD students - Not at a German university - Research project/ course of continuing scientific education - Academic adviser in Germany 	October 31 st	daad.de/go/en/stipa57140602
Bi-nationally supervised Doctoral Degrees (sandwich model)	DAAD	Max. 2 years	<ul style="list-style-type: none"> - Research stays as part of a doctoral programme in the home country - PhD students 	October 31 st	daad.de/go/en/stipa57507783
Research stay	Arthur und Aenne Feindt-Stiftung		<ul style="list-style-type: none"> - Research stays - Connection to energy access 	No deadline	https://feindtstiftung.de/wp-content/uploads/Feindt_Antrag_english.pdf
German Chancellor Fellowship	Alexander von Humboldt Stiftung	12 months	<ul style="list-style-type: none"> - University graduates with initial leadership experience 	15 March – 15 October	https://www.humboldt-foundation.de/en/apply/sponsorship-



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			- From Brazil, China, India, Russia, South Africa, USA		programmes/german-chancellor-fellowship#h12008
Research stay	KAAD	2-6 months	- Religious and social commitment (activities) and willingness to inter-religious dialogue		https://www.kaad.de/en/stipendien/

Full scholarships

Name	Funded by	Duration	Basic requirements	deadline	link
Doctoral Programme	DAAD	Max. 4 years	- Supervision of a university teacher (funding programme of Gilbert etc.)	October 31 st	daad.de/go/en/stipa57135739



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Doctoral Programme	Studienstiftung des deutschen Volkes	Max. 4 years	<ul style="list-style-type: none"> - Professional and personal-excellence - Formal admission to doctoral studies - Suggestion by supervisor 	No deadline	https://www.studienstiftung.de/en/promotion/promotionsvorschlag/
Doctoral Programme	Friedrich-Naumann-Stiftung (political foundation, FDP)	max. 4 years	<ul style="list-style-type: none"> - Admission to doctoral studies 	No deadline	https://www.freiheit.org/auslandische-promovierende
Doctoral Programme	Hans Böckler Stiftung (trade union foundation)		<ul style="list-style-type: none"> - Admission to doctoral studies - German skills (C1) 	May 27 th November 11 th	https://www.boeckler.de/113225.htm
Doctoral Programme	Heinrich Böll Stiftung (political foundation, die Grünen)	Max. 2.5 years	<ul style="list-style-type: none"> - Admission to doctoral studies - First period of doctoral research must be concluded 	March 01 st	https://www.boell.de/de/stipendium-promotion
Doctoral Programme	Konrad-Adenauer-Stiftung (political foundation, die Grünen)	Max. 2 years	<ul style="list-style-type: none"> - Admission to doctoral studies - German skills (C1) 	January 31 st July 15 th	https://www.kas.de/de/web/begabtenfoerderung-und-kultur/wen-suchen-wir-1



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Doctoral Programme	University of Bayreuth (in cooperation with DAAD & state of Bavaria)	Max. 1 year	<ul style="list-style-type: none"> - Recommendation from supervisor - Obligation to repay funds 	February 28 th August 31 st	https://www.international-office.uni-bayreuth.de/en/come-to-bayreuth/scholarships/index.html
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