

**Orientation Sheet - B.Sc. Thesis in Germany**

**Sponsored / Non-Sponsored Students and Free Movers**

Intention and Target Group

This sheet shall provide an overview for GUC students planning to apply for a bachelor thesis topic provided by German partner universities. This document includes information for sponsored, non-sponsored as well as so-called free moving GUC students.

**Duration**

The duration of a bachelor project is three months, an additional lab internship (1 to 3 months) before or after the project is possible. The final duration depends on the prerequisites and the qualification of the student. Ideally, the overall duration should not be more than five months. The available timeframe for a bachelor project is from February until August.

For top-ranked eligible students, GUC funding is usually for five months only. To find out more about the available scholarships for writing your bachelor thesis in Germany, please contact your head of department or dean at the GUC.

**Process for sponsored/non-sponsored students for topics announced through GUC**

Each year in November the bachelor thesis topic proposals will be announced to the best GUC students with a minimum GPA of 2.5. Final recommendation concerning the eligible students shall come from the GUC based on the students’ selection and ranking. These eligible students can apply for the offered projects. In case questions come up while checking the offered topics, all students are kindly asked to refer to the central contact person in their faculty/department. Do not contact the German supervisor yet. Each department/faculty will nominate a central contact person who is collecting all questions and sends them to the German supervisor(s). So please ask your professor who this central contact person is.

The eligible students are kindly asked to submitt their application documents within the given deadline. All students have to submitt complete application documents including:

* **CV** (you may use the CV template offered by the SCAD Office)
* **Letter of Motivation** (with focus on your motivation and qualification for the offered topic and the field of research of your hosting professor. Try to avoid generic copy-and-paste letters and rather explain why the offered topic is interesting for you.)
* **Transcript of Records**

Please note: GUC coordinators reserve the right to reject insufficient or incomplete application documents.

In December GUC will announce the topic nominations. Accordingly, the application documents will be forwarded to the German supervisors. After completion of the assessment process the students will receive a confirmation or a notice of rejection. Upon confirmation the German supervisor(s) issue the invitation letter(s). Then you can go ahead and contact your future supervisor.

**Process for Free Movers**

All students willing to do a bachelor thesis in Germany, but not belonging to the group undergoing the above mentioned process are so-called free movers. As a free mover you apply independently for a thesis project at a German institute. Kindly note that free movers will not receive extended GUC support. Nevertheless, you have to ask the GUC Student Affairs Office for approval before(!) starting your project in Germany, otherwise the results of your bachelor thesis abroad will not be acknowledged by GUC.

Travel preparations will start upon completion of the selection and application process.

**Contact the International Office (IO) of your host university**

In Stuttgart, Tuebingen and Ulm, your main contact person at the university’s International Office will be a member of GUC German Office.

In all other cities, please check the university’s website to find out about the contact person for new arrivals. Please get in touch with the local IO as soon as you know where you will go.

The IO will guide you through the process of admission and enrollment at the university, they might be able to help you with accommodation and support you when doing the registration with the Foreigners’ Registration Office. However, they need to know well beforehand that you are coming.

They often offer all kinds of interesting courses, i.e. on intercultural communication, and a “study buddy programs” where you can get in touch with German students willing to help international students in their every-day-life.

**For more detailed information about your travel preparations please refer to Orientation Sheet 1**

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