

**Orientation Sheet**

**M.Sc. Thesis in Germany – Guideline for Graduate Students**

Intention and Target Group

This sheet shall provide an overview for GUC Teaching Assistants planning to apply for a master thesis topic provided by German partner universities and for DAAD funding from the GUC-DAAD project.

**Process**

Master projects are open to master students of all GUC faculties. The duration of a master project is six months. The final duration depends on the prerequisites and the qualification of the student. Ideally, the overall duration should not be more than six months. The available timeframe for a master project is usually from June/July/August until November/December/January.

Master thesis topic proposals obtained by the GUC German Office Team will be announced in November. Final recommendation concerning the eligible master students shall come from the GUC based on the evaluation. These eligible master students can apply for the offered projects. In addition, master students can submit master thesis topics obtained by their professors. Kindly note that each selected master student has to coordinate finding an internal GUC supervisor, who academically supports the progress of the master thesis abroad.

All eligible master students are kindly asked to submit their application documents within the given deadline to the HR specialist responsible for the respective faculty. All master students have to submit complete application documents including:

* **CV** (please use the CV template offered by SCAD Office)
* **Letter of Motivation** (with focus on the motivation for your topic choice and the field of research of your hosting professor)
* **Master Thesis Abstract**
* **Transcript of Records**
* **Two recommendation letters**
* **Supervision confirmation (internal and external)/ invitation letter** (for individually acquired M.Sc. thesis topics)
* **Green DAAD Application Form**

After completion of the application process, documents of those candidates applying for master thesis topics obtained by the GUC German Office Team will be forwarded to the German supervisors. After completion of the assessment process the students will receive a confirmation or a notice of rejection.

In December/January GUC - in cooperation with Ulm University - will conduct interviews with those candidates fulfilling successfully all requirements. According to the interview results the selected candidates will receive a scholarship confirmation or notice of rejection. Kindly note that the number of scholarships depends on the availability of funding provided by the DAAD and the Federal Foreign Office Germany.

Travel preparations will start upon completion of the scholarship selection 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. 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.

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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