

**Orientation Sheet – German Academics**

**Supervision of GUC students during bachelor projects in Germany**

Dear Madam or Sir,

First of all, we would like to thank you for your interest and kind cooperation to host GUC students at your institute within the framework of bachelor projects. Through this orientation sheet we would like to give you further information.

**Basic Settings for bachelor projects**

The duration of a bachelor project is from three to four 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.

**Process**

German Academics are kindly asked to send their offers to the GUC coordinators (contact data below) until mid July this year. We kindly ask you to offer bachelor thesis projects according to the research fields listed in the orientation list provided by GUC academics (Annex 1). Please use our proposal template (Annex 2). In case you are already in contact with a GUC academic we kindly ask you to notify us about your sent project proposal(s). The offers 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.

Usually, in November/December the German supervisors will receive the application documents of the students to assess if the specific qualification is sufficient and to confirm or reject the supervision. It might happen that not all proposed projects receive applications from a student. In this case, the GUC coordinators will notify the offering German supervisors to ensure that the topic can be given to other students.

Travel preparations will start upon completion of the selection and application process. In order to ensure a smooth visa application process, we kindly ask you to provide the student(s) an invitation letter. Please find a template for an invitation letter attached (Annex 3).

It is possible that GUC students apply independently for a thesis project at your respected institute. These so called “Free Movers” apply outside the above mentioned process. They are free and sometimes encouraged to do so, but won’t receive extended GUC support. If you are willing to accept a “Free Mover” we recommend you to ask the student if he/she has approval of the GUC Student Affairs Office for his/her project to ensure proper coordination. Thank you for your understanding.

**Support before and after arrival**

We would like to ask you to support the hosted students in their preparations to come to Germany. Usually, the International Office (Akademisches Auslandsamt) of the hosting university offers support services concerning enrollment, health insurance, accommodation and other issues. Kindly let the student know if there is a contact person in your International Office for new arrivals. Please note that the International Office often asks for an official confirmation of the supervision by the academic institute.

According to the experience of the last years, the foreigners’ registration office (‘Ausländerbehörde’) is asking for an admission certificate (e.g. admission as visiting or guest student) of the hosting university. Therefore, we kindly ask you to coordinate with your International Office to initiate the respective admission process for the student(s).

If you work at a research institute or a company and would like to invite a GUC student for his/her BSc thesis project you will have to apply for ZAV (Zentrale Auslandsvermittlung/Agentur fuer Arbeit) permission. The stay of a GUC student will be considered as an internship, the ZAV will check if the student can be exempted from the minimum wage rule. To be exempted the internship has to be part of the curriculum and/or study related. The GUC engineering curricula all have a compulsory internship for three months, which can be combined with a maximum period of three months of study related internship. Please find the current application form for ZAV permission (Annex 4 and 5) attached. The enrollment certificate has to be completed by GUC for each student individually. Please contact us once you decided to invite a student.

**Supervision and evaluation of the bachelor thesis**

At the GUC and for the project the language of instruction is English, therefore the thesis shall be written in English. Most of the GUC students have fair German skills, but these are not sufficient to write the bachelor thesis in German. The student has to submit his/her thesis within 6 months after starting his/her stay and before she/he returns to Cairo. On exceptional basis, you may give the student more time. However, if the student fails to hand in the thesis within six months after her/his return to Cairo we would kindly request that you rate the thesis with “fail” and notify the GUC German Office.

We kindly ask you to evaluate the thesis in written form (report) according to the grading system used at your institute. Each student will have an academic focal point at GUC for his/her BSc thesis as well; this academic won’t be involved into the actual thesis work and grading, but he/she can be contacted if there are any questions.

Please forward the electronic copy of the final report to the GUC Coordinators and to the GUC (exam.office@guc.edu.eg & amani.hamed@guc.edu.eg). We would be grateful if you could give the original copy of the report either to the student (in a sealed envelope) or send it to one of the GUC coordinators by postal mail. After submission of the evaluation and at the end of the semester the student will present the bachelor project to a panel at the GUC.

**For further information or questions please do not hesitate to contact us:**

**GUC Coordinators**

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