

**Orientation Sheet – German Academics**

**Supervision of GUC students during master 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 master projects. Through this orientation sheet we would like to give you further information.

**Basic Settings for master projects**

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 project, the prerequisites and the qualification of the student. The available timeframe for a master project is usually from June/July until November/December.

**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 master thesis topics according to the research fields shown 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 master students of the respective GUC faculty/department. Final recommendation concerning the eligible master students shall come from the GUC based on the evaluation. These eligible students can apply for the offered master projects.

Usually, in January 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 master student. In this case, the GUC coordinators will notify the offering German supervisors to ensure that the topic can be given to other students. Most of the successful master thesis projects originate either from an established academic relationship between the German academic and the GUC candidate, e.g. due to a past bachelor thesis project, or from an established research cooperation between the German host institution and the candidate's GUC faculty/department.

In addition to the above mentioned process master students also have the opportunity to submit master thesis topics obtained directly by GUC academics. Kindly note that all eligible students have to do a personal interview at GUC in order to be selected for a DAAD scholarship for the duration of his/her master thesis project.

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).

**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 at 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 last year, 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).

**Supervision and evaluation of the master 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 master thesis in German.

We kindly ask you to evaluate the thesis in written form (report) according to the grading system used at your institute. Kindly note that there will be an internal supervisor at GUC offering academic support and who will request progress report(s) from the candidate. We kindly ask you to forward the final report to the GUC Coordinators. These evaluations will be collected and sent to the responsible coordinators at the GUC by e-mail and postal mail. After submission of the evaluation and at the end of the semester the student will present the master project to a panel at the GUC. Kindly note that the German academic supervisor will be invited and are expected to attend the thesis defense in Cairo.

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

**GUC Coordinators**

Stuttgart:

Ms. Sarah Naaseh

guc@ia.unistuttgart.de

071168568560

Ulm:

Ms. Laura Ryseck

Laura.ryseck@uni-ulm.de

07315022202

June 2018