

## Application Documentation Requirements\*

**Language:** English (all documents)

Please bring the following documents (on a USB Stick) in person to [Christina.Plattner@uibk.ac.at](mailto:Christina.Plattner@uibk.ac.at) (International Relations Office, Herzog-Friedrich Strasse 3, 6020 Innsbruck) at least 2-3 days prior to the application deadline.

### 1. Application Form

### 2. Copy of the registration of the Master/ PhD thesis

(Kopie der Anmeldung der Masterarbeit/ Dissertation)

### 3. Letter of Motivation (2 pages max.)

### 4. Project description (1,500 words minimum, 2,500 words maximum)

- Title of research project (please indicate the same title like on the application form)
- Name of the supervisor (at the home and host university)
- Short description of research agenda
- General goals
- Detailed description of research problem
- Methodological considerations
- Workflow
- Relevance and expected Results –what is the benefit and usability

### 5. Curriculum Vitae (in tabular format)

### 6. Letter of invitation by the supervisor (host university)

### 7. 3x Letters of recommendation (home university)

One of them must be issued by your supervisor

### 8. List of publications (optional)

### 9. List of lectures (optional)

### 10. Please fill in the “Meldungsblatt – Internationale Mobilität” and send it to the **admission department**: <https://www.uibk.ac.at/studium/anmeldung-zulassung/formulare/meldungsblatt-mobilitaet.pdf>

(Bezeichnung des Programmes: Marshall Plan Scholarship/ Programmnummer: 018)



one pdf-file

\*Please note that the requirements differ from the ones on the Marshall Plan website.

## After your research

- **Research Report** (7,500 words minimum, excluding title page, table of contents and references – as pdf-file)
- **Field Report** (min 1.5 pages – as pdf-file)
  - General impression of your research stay abroad
  - Quality of the host institution
  - Contacts within the host institution, inclusion in the organization
  - Recommendations for future Marshall Plan students and fellows
  - Contact E-mail after completion of research stay
- **Confirmation of stay** (by advisor at host university - exact begin and end of your **research stay** – excluding flights and trips)
- **Evaluation of your research paper by both advisors** (home university and host university)

### PLEASE NOTE:

- First call  
September/ October – Your research stay cannot start before the beginning of February
- Second call  
March/ April – Your research stay cannot start before the beginning of August
- A Marshall Plan scholarship will only be granted **once** during your studies
- Research stay means the actual start and end of your research (not included are flights and vacation before or after your stay). Any changes need to be notified to the IRO.
- If you have to change the title of your research paper you need to notify the IRO. A written statement from you and your supervisor (home university) is required.
- If your research paper should not be published (retention period)
  - up to 3 years the following documents should be submitted:
    - \*\* a written statement by the scholarship holder
    - \*\* a written statement by the supervisor (home university or host university)
  - for more than 3 years the following documents should be submitted:
    - \*\* a written statement by the scholarship holder
    - \*\* a written statement by the supervisor (home university or host university)
    - \*\* a summary (1.000 words exclusive title page, table of contents and references) for the Marshall Plan website.
- Paper presentation deadline: maximum 3 months after your research stay
- Your research stay must be minimum 90 days (excluding flights and vacation)