Application Documentation Requirements*
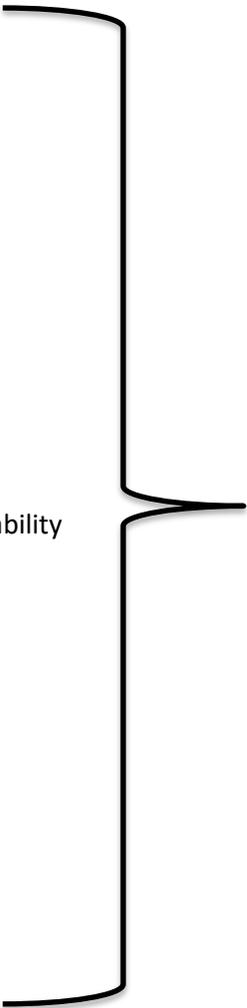
Language: English (all documents)

Please bring the following documents (on a USB Stick) in person or send it via email to 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)

one pdf-file

PLEASE NOTE:

- 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- If your research paper should not be published (retention period)

    o 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)

    o for more than 3 years, please note that your paper will still be published (after 3 years). For this reason, please **avoid critical parameters and signatures**!

- Paper presentation deadline: maximum 3 months after your research stay

- Your research stay must be minimum 90 days (excluding flights and vacation)