

Application Deadline

October 20th, for following spring/summer semester (earliest beginning January 30th)

April 14th, for following fall/winter semester (earliest beginning July 19th)

1. Application requirements:

- Applications are only accepted after personal contact with MPS coordinator at MIRO Christina Cresnik (either email, or personal appointment)
- Status as full time student
- Applicant must remain enrolled as student at home university during entire research period abroad

2. Application procedure:

- Contact Christina Cresnik
- Fill out and collect all necessary information and application documents
- Submit all application documents as separate PDFs in *one* email to:
Christina Cresnik/ T: 0043 3842 402 -7234 / E: christina.cresnik@unileoben.ac.at

3. Application documents

Incomplete forms or late applications will not be processed! → The following documents are required for a valid application:

1. 00_Application Guideline & Checklist (this document)
2. 01_Marshall Plan application form of MUL (on our website 'Download portal')
3. Letter of motivation
4. Research proposal (=project description): min. 1500 words, max. 2500 words, in required structure → see below!
5. CV (in tabular form)
6. Original authorized 'Transcript of Records' in English
7. Letter of recommendation by a faculty member (professor) of HOME university
8. Proof of acceptance at HOST university including dates of research period
9. Copy of passport
10. List of publications (optional)
11. List of speeches/lectures (optional)

Application completed (points 1-10) date submitted: _____

The following documents are not yet required at the time of the application; however they should be submitted as soon as possible, but at least 1 week before the start of the MPS stay, or the first instalment of scholarship cannot be processed)

12. Proof of insurance **date submitted:** _____

13. Copy of US visa **date submitted:** _____

3.1. Required Structure of Research Proposal (min 1.500 words, max. 2.500 words):

At the very beginning of the page state:

- Applicant's full name:
- Supervisor at home university:
- Supervisor at guest university:

Use the following SUBHEADINGS to write your research proposal

1. Title of Research Project
2. Short Description of Research Agenda
3. General Goals
4. Detailed Description of Research Problem
5. Methodological Considerations
6. Workflow and Research Steps
7. Relevance and Expected Results

4. AFTER the MPS stay: Hand in the following documents within at MIRO **within 2 months (=61 days) after the official end of your MPS stay!**

1) Confirmation of stay from HOST university

2) Final report (=academic paper/ research report/project description)

- 7.500 words minimum (excluding title page, table of contents & references)
- in English

NOTE: the title and topic stated in the research proposal and the final report must be the same! If it changed, let coordinator in MIRO know ASAP.

3) Field Report (=experience report)

- Max 2 pages
- 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

4) Approval of final report from supervisors (at MUL and the US-American University): Confirmation that paper complies with project proposal and academic quality standards of respective research field (copy of short email from supervisors' university/business email address or informal letter is sufficient proof)

5) Contact e-mail address after completion of research stay (email address that works still after you leave the university)