**MARSHALL PLAN SCHOLARSHIP APPLICATION FORM**

**Personal data:**

|  |  |
| --- | --- |
| Last name: | Klicken Sie hier, um Text einzugeben. |
| First name: | Klicken Sie hier, um Text einzugeben. |
| Academic degree: | Klicken Sie hier, um Text einzugeben. |
| Sex: | male  female |
| Date of birth: | Klicken Sie hier, um Text einzugeben. (dd.mm.yyyy) |
| Place of birth: | Klicken Sie hier, um Text einzugeben. |
| Nationality: | Klicken Sie hier, um Text einzugeben. |
| E-mail address: | Klicken Sie hier, um Text einzugeben. |
| Phone number: | Klicken Sie hier, um Text einzugeben. |

**Current address: Home address:**

|  |  |
| --- | --- |
| Street: Klicken Sie hier, um Text einzugeben. | Street: Klicken Sie hier, um Text einzugeben. |
| House no.: Klicken Sie hier, um Text einzugeben. | House no.: Klicken Sie hier, um Text einzugeben. |
| ZIP Code: Klicken Sie hier, um Text einzugeben. | ZIP Code: Klicken Sie hier, um Text einzugeben. |
| City: Klicken Sie hier, um Text einzugeben. | City: Klicken Sie hier, um Text einzugeben. |
| Country: Klicken Sie hier, um Text einzugeben. | Country: Klicken Sie hier, um Text einzugeben. |

**Bank data:**

|  |  |  |  |
| --- | --- | --- | --- |
| Account holder: | Klicken Sie hier, um Text einzugeben. | | |
| Bank: | Klicken Sie hier, um Text einzugeben. | | |
| IBAN: | Klicken Sie hier, um Text einzugeben. | BIC: | Klicken Sie hier, um Text einzugeben. |

**Information on current studies at FH JOANNEUM:**

|  |  |
| --- | --- |
| Study programme: | Klicken Sie hier, um Text einzugeben. |
| Study progress: | Currently in the Klicken Sie hier, um Text einzugeben. semester |
| Registration no.[[1]](#footnote-1) | Klicken Sie hier, um Text einzugeben. |

**Information on the research stay:**

|  |  |
| --- | --- |
| Host university: | Klicken Sie hier, um Text einzugeben. |
| Begin of research period[[2]](#footnote-2): | Klicken Sie hier, um Text einzugeben. (dd.mm.yyyy) |
| End of research period[[3]](#footnote-3): | Klicken Sie hier, um Text einzugeben. (dd.mm.yyyy) |

**Supervisor / contact person at host university:**

|  |  |
| --- | --- |
| Full name: | Klicken Sie hier, um Text einzugeben. |
| Position: | Klicken Sie hier, um Text einzugeben. |
| E-mail address: | Klicken Sie hier, um Text einzugeben. |
| Phone number: | Klicken Sie hier, um Text einzugeben. |

**Contact information of the host university:**

|  |  |
| --- | --- |
| Street: Klicken Sie hier, um Text einzugeben. | ZIP Code: Klicken Sie hier, um Text einzugeben. |
| House number: Klicken Sie hier, um Text einzugeben. | City: Klicken Sie hier, um Text einzugeben. |

**Research data:**

|  |  |
| --- | --- |
| Topic of academic  research assignment: | Klicken Sie hier, um Text einzugeben. |
| Status during research stay: | graduate  visiting scholar  visiting fellow  other: Klicken Sie hier, um Text einzugeben. |
| Paper presentation deadline:[[4]](#footnote-4) | Klicken Sie hier, um Text einzugeben. (dd.mm.yyyy) |

**Information according General Data Protection Regulation**

**Data processor**

Data processing agreements have been concluded with service providers for the maintenance of IT systems, database systems, administration software and the access system.

**Data transfer within Austria**

FH JOANNEUM Gesellschaft mbH will transfer your data within Austria based on a contract of the Austrian Marshall Plan Foundation, Walcherstrasse 11A, 1020 Vienna.

**Data processing and transfer to third countries**

Since the target institution is domiciled in a third country outside the EU for which there is neither an adequacy decision by the EU Commission according to Article 45 of the GDPR nor appropriate data protection safeguards according to Article 46 of the GDPR, including binding data protection rules according to Article 47 of the GDPR, it can be assumed that this country does not offer an adequate level of protection.

Pursuant to Article 49 (1) of the GDPR personal data may only be transferred to such a third country if the transfer is necessary for the performance of a contract between the data subject and the controller or the implementation of pre-contractual measures taken at the data subject's request (Article 49 (1) b) GDPR) and/or the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the controller and another natural or legal person (e.g. partnership agreement with the target institution) (Article 49 (1) c) GDPR).

Since the transfer of your personal data to the target institution in the third country is a prerequisite for completing your semester abroad and completion of this semester is a supplementary part of your Study Agreement, the legal basis for the data transfer is Article 49 (1) b), and Article 49 (1) c) in cases where there exists or may exist a partnership agreement with the target institution.

**Other data subject rights**

You have the following rights:

* the right to obtain information about your personal data (Art 15 GDPR);
* the right to rectification (Art 16 GDPR) or erasure (Art 17 GDPR) or restriction of processing (Art 18 GDPR) under the conditions specified in the relevant provisions;
* the right to data portability (Art 20 GDPR) if the related data processing is based on consent or contract performance and is carried out by automated means, as far as technically feasible;

which can be asserted against FH JOANNEUM Gesellschaft mbH, datenschutz@fh-joanneum.at, in its capacity as data controller as well as

* the right to file a complaint

with the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna, tel: +43 1 52 152-0, email: dsb@dsb.gv.at, in its capacity as the competent supervisory authority.

Further details (e.g. time limits for erasure) concerning the processing of your personal data can be found in our privacy policies:

https://www.fh-joanneum.at/hochschule/organisation/datenschutz/ and   
https://www.fh-joanneum.at/hochschule/organisation/service-abteilungen/weiterbildung-und-studierendenadministration/, especially in the "Student data" section.

**Declaration of the student:**

I herewith declare in lieu of oath that I filled in this application form to the best of knowledge.

I herewith declare my irrevocable agreement to the usage of my personal data for the proper processing of my application and for statistical purposes.

I herewith acknowledge that I have no legal claim to obtain the Marshall Plan Scholarship.

I herewith acknowledge that incomplete[[5]](#footnote-5) or handwritten application forms cannot be processed. Application forms are only complete when also including the Research Proposal.

Place and date: Klicken Sie hier, um Text einzugeben. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List of mandatory attachments**

* Transcript of Records (English!)
* Current Enrolment Certificate
* Letter of Motivation (max. 2 pages)
* Curriculum Vitae (in tabular format)
* Research Proposal (see guidelines below)
* Letters of Recommendation (optional, recommended though)

Only documents in English language will be accepted. All documents that require signatures need to be scanned and sent as PDF file.

**Guidelines for Research Proposals**

Formal criteria: 1,500 – 2,500 words excluding title page, table of contents and references

Please include the following information:

* Title of the research project
* Supervisor at home university
* Supervisor at host university
* Short description of the research agenda
* Detailed description of the research problem
* General goals of the research
* Methodological considerations
* Workflow
* Relevance and expected results of the research project

**Final Report and Field Report**

After the successful completion of a research stay funded by the Marshall Plan Scholarship, the following documentation is necessary:

* Final Report (7,500 words minimum, excluding title page, table of contents and references)
* Confirmation signed by supervisor at host institution indicating the exact duration (from ddmmyy to ddmmyy) of the research period abroad
* Confirmation of supervisor at home institution regarding successful completion/outcome of the research period abroad
* Field Report:
  + General impression of the 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

1. Matrikelnummer, Personenkennzeichen [↑](#footnote-ref-1)
2. Earliest possible beginning: January 31st, 2020 [↑](#footnote-ref-2)
3. Working period only, travelling must not be included. [↑](#footnote-ref-3)
4. Within 90 days after the completion of the research period at the host university [↑](#footnote-ref-4)
5. See list of mandatory attachments on the next page [↑](#footnote-ref-5)