**Information sheet**

**Bremer Studienpreis - Bremen Study Award**

**Information for candidates**

1. Please read the declaration before submitting your documents. To apply to the **University of Bremen**, you must send a signed copy of the **declaration** to:

Universität Bremen

Referat 12 - Forschung und wissenschaftlicher Nachwuchs

Z. H. Corinna Volkmann

Postfach 33 04 40

28334 Bremen

or to: [zf-nawi@vw.uni-bremen.de](mailto:zf-nawi@vw.uni-bremen.de).

To apply to **Constructor University**, you must send a signed copy of the **declaration** to

Constructor University

Deans’ Office

Campus Ring 1

28759 Bremen, Germany

or to: [DeansOffice@constructor.university](mailto:DeansOffice@constructor.university).

Theses submitted to the **University of Bremen** must be addressed to the responsible dean and submitted to the respective faculty administration in good time so that the responsible faculty council (FBR) can carry out the pre-selection and submit the proposals to Department 12 by the submission deadline.

Please note the earlier submission deadlines set by the faculty department!

Doctoral theses submitted to the **Constructor University** must be addressed to the responsible Dean via the Deans' Office. Master's theses can only be submitted by the thesis supervisor via the Study Program Chair (SPC).

**Please note the submission deadlines set by the Deans' Office!**

1. the following documents must be digitally submitted:

* the thesis
* the transcript and the certificate - in the case of dissertations, the doctoral certificate with date. A confirmation of the date of delivery must be enclosed.[[1]](#footnote-1) The thesis defense may not have taken place more than three years ago at the time the certificate is issued.
* a curriculum vitae/academic career description including a list of publications/presentations (if not included in the thesis) with signature
* all reviews or assessments with signature
* a separate, max. one-page letter of recommendation from a university teacher

**Please combine the documents in this order into one PDF file:**

Letter of recommendation, curriculum vitae with signature, expert opinion, certificate and transcript, confirmation of the date of issue of the doctoral certificate, if applicable. Do not enclose any other documents with your application!

Submit your application on a USB stick or provide your documents digitally by other means. The thesis should be saved as a PDF file, all other documents should be combined in a single PDF file. Please do not attach any other documents!

The corresponding FBR at the University of Bremen carries out the pre-selection and submits a maximum of four (but no more than two per subject) nominations incl. documents.

The pre-selection at Constructor University is carried out by an ad hoc committee.

The decision of the "unifreunde" is expected in September.

**Incomplete applications/proposals** (as well as thesis to which additional documents have been attached) **will not be considered in the selection process. Missing documents will not be requested subsequently.**

If you have any questions, please contact

* at **University of Bremen**: Corinna Volkmann (phone: 0421 218-60321; [corinna.volkmann@vw.uni-bremen.de](mailto:corinna.volkmann@vw.uni-bremen.de))
* at **Constructor University**: Johanna Elo-Schäfer (phone: 0421 200-4248); [jeloschaefer@constructor.university](mailto:jeloschaefer@constructor.university))

1. At Constructor University Deans‘ Office will provide for the confirmation [↑](#footnote-ref-1)